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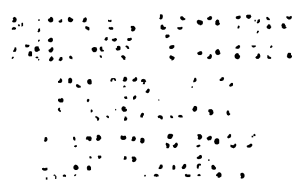
CATALOGING FOR SMALL LIBRARIES

BY

THERESA HITCHLER

SUPERINTENDENT OF CATALOGING
BROOKLYN PUBLIC LIBRARY

REVISED EDITION



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PREFACE

While this revised edition of "Cataloging for small libraries" is much larger than the previous one, it is not changed in outline or principle except in one or two minor particulars. It is by no means exhaustive; it is merely expanded and brought out in detail under each point taken up with a view to enabling the librarian of the small library to gain a more complete and more specific grasp of the subject. The many questions that have come to the author from various sources during the past ten years, and her conviction that even small libraries would better conform to system and method, have made her feel it not only expedient but necessary to be more explicit in her suggestions and directions. Anyone, in any calling, business, or profession, is the better for knowing more than she needs. Excess knowledge may be safely stored away to be called upon in emergencies, and the feeling of its possession stimulates worthy self-confidence on the part of its owner.

During the past ten years the author has lectured on the subject of cataloging before many an audience of trained as well as untrained, experienced as well as inexperienced librarians of small libraries, students preparing for such work, trustees of small libraries, and others. The questions asked at such gatherings prove conclusively that the small library does not by any means presuppose a collection of simple books, as is too often taken for granted. If that were so, the simple directions given in the first edition of this work would need no amplification. Experience, however, has shown otherwise, and even trained librarians find themselves timidly doubtful at times in deciding a point, because lack of practice, experience and precedent are wanting to inspire the necessary confidence. Therefore, though this treatise is not intended to be at all dogmatic, I have attempted in this book to outline very fully, but in simple language, with not too embarrassing a number of illustrative examples, the best methods of treating various problems in cataloging, the complex as well as the simple ones, for the librarian of the small library who is ambitious to have her library a well cataloged one in as systematic, useful, yet economical a way as possible.

THERESA HITCHLER.

December 8, 1914.

ПЕРЕУВА
МЛВПС
ИЕАМ АОЦК

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CATALOGING FOR SMALL LIBRARIES

CHAPTER I

INTRODUCTION: ACCESSION RECORD; SHELF LIST RECORD

Before beginning with my subject proper, cataloging, let me lead up to it by giving a brief resumé of the two other records, the Accessions Record and the Shelf List Record. These in their way are almost as necessary to a library, though not to its readers, as is the Catalog, and one of them in addition to the catalog is considered indispensable to its successful administration by almost every up-to-date library in the country to-day.

The Accessions Record, ordinarily kept in an accession book, which can be purchased of the Library Bureau in standardized form, is a numerical and chronological one. Each volume as it is added to the library is entered in the accession book and receives a number called the accession number. The number of the last volume entered indicates *approximately* the total number of volumes in the library to date. The exact total can only be ascertained by subtracting from this the number of volumes lost, missing, or discarded. Entries in the accession book may be very brief — the author's surname only, as it appears on the title page of the book, a brief title, the source from whence the book came (e.g., the agent of whom purchased, the name of the donor if a gift, etc.), and the cost, the amount paid for it by the library, being sufficient. The last two mentioned items are practically the only ones for which the accession book or record is ever consulted. Many libraries in recent years have experimented in dispensing with the accession book entirely, transferring the two most necessary items to the shelf list record. For a system of branch libraries, because of the many copies added to its collections by purchase and otherwise at different times, varying in edition, in source and in cost, it would not be feasible to do this unless the source and cost could be transferred to some record other than the shelf list (the book order record or bills, for example), or unless it were felt that such items could be dispensed with altogether. For independent libraries, however, all libraries, that is, not part of a system of branches, I would

recommend this practice, though an accession *number* might still be assigned to each volume in the library. This has been tried, with satisfactory results, in a large library of my acquaintance. The accession number in each case can be assigned without much expenditure of time or labor by the use of an automatic numbering stamp, which would not only result in clearly stamped numbers but would dispense with the necessity of keeping track of the last number used.

The accession number is useful mainly in identifying various copies of the same book, but is not an absolute necessity even for this, as other devices may be used. The accession record is a survival of the beginnings of library work in this country, and librarians have simply gone on using it without question because it always *had* been used. Twenty-five years ago it was considered almost indispensable. And it was — much more than it is to-day. It was the record which contained a full description of each volume in the library — a more itemized description than I have just indicated — and which, because of its accuracy and completeness, was accepted by the insurance companies as a sufficient guarantee of a library's stock. It was sometimes the only record a library could boast. Before the time of library schools and the standardized methods they introduced, the existence of a library did not necessarily presuppose a shelf list and a catalog, and even if the latter existed it was not so complete as the dictionary catalog of to-day. To-day we are beginning to ask ourselves (and one another), "Why do we do thus and so?" "What should we lose if we stopped doing it?" and more particularly, since time means money, "Can we do without it — without detriment to the library's usefulness?" The answer to the last question should determine the decision, presupposing we can answer it aright.

The Shelf List Record (or the class list record as it was once called) is a record kept on cards in class order; i.e., the cards are arranged by classes (according to whatever system of classification is used in the library) and alphabetically by author under each class, in the exact order in which the books are arranged on the shelves. Each card should contain the Class and Book number, the Accession number, the Author's name (in form and fullness as it appears on the main catalog card, except that the initials only of forenames need be given, and a pseudonymous name following the real name of an author in parentheses, or a real name a pseudonymous one, may be omitted), the title of the book, given more briefly, the number of volumes (if more than one), and the date of publication or imprint date as it is

Sample Entries in Accession Book

Date Nov. 16 '14

Number	Author	Title	Place & Published	Year	Pages	Size	Illust's	Source	Cost	Class	Book	Vol.	Remarks
5 26	Dickens	David Copperfield						Stock	1 25			1	
27	"							"	1 25			2	
28	Shakespeare	Hamlet						B & T	75				
29		Macbeth						"	75				
1200 5 30	Green	Hist. of Eng.						Scott	90				
31	Thackeray	Vanity Fair						Fifth					
32	Stevenson & Osbourne	Ebb Tide						New Brunswick					
33													
34													
5 35													
36													

technically known, to which may be added the copyright date (or inclusive copyright dates) if it differs more than one year from the imprint date. Or the copyright date may be given if there is no imprint date. If there is more than one copy of the book in the library it should be indicated either by the accession number (each copy having its own individual accession number), or if no accession number is used, by some other method, such as "cop.1," "cop.2." The shelf list record is an indispensable

SAMPLE SHELF LIST CARDS

J **Alcott, L. M.**
Little men. 1909.

356, 695 (cop. 2), ~~676 (cop. 3)~~[D]

J **Andrews, J.**
Seven little sisters. c1861–87.

357 (.75), 877 (1.10) cop. 2. With cost of each copy

914.8 **Ballou, M. M.**
B19 Due North. 1887.

467

654 **Blaine, R. G.**
B63 Aetheric or wireless telegraphy. n.d.

567

797 **Church, J. R.** ed.
C56 University foot-ball. 1893.

690

817
C62
578

Clemens, S. L. and Warner, C. D.
Gilded age. 1883.

769

Craik, Mrs. D. M. (M.)
John Halifax, gentleman. n.d.

659
F24
829–30

Farrington, F.
Selling suggestions. 1913. 2v.

789

Glasgow, E. A. G.
(The) Descendant. 1897.

G832
H37
829

Hauptmann, G.
(Die) Versunkene glocke. 1900.

F842
P87
876

Pouvillon, E.
(Le) Roi de Rome. 1898.

824
R47
598

Rhys, E. and Vaughan, L. comp.
Century of English essays. 1914.

051 Harper's new monthly magazine.
H29

1120–69 (v. 1–50) 1190 (v. 51) 2100 (v. 52) 2400–25 (v. 53–78) 5000–29 (v. 79–128)

317 Brooklyn Daily Eagle almanac.
B87

3111–39 (v. 1–29)

F Rod, E.
(Un) Vainqueur. 1904.

928

914.15 Somerville, E. O. and Martin, V.
S69 Some Irish yesterdays. 1906.

726

Stevenson, R. L. B. and Osbourne, L.
Wrong box. 1902c1899.

635

tool for taking inventory at stated intervals. In fact, in some old libraries I have recently heard the shelf list spoken of as "the inventory," showing plainly for what it was originally intended. It prevents duplication of book numbers. It also enables a librarian to know (or find out) at any time how many and what books the library has in a certain class, and likewise in which classes it is weak and in which strong. It gives the history of every book in the library from the beginning, with the number of copies of each, and its final disposition. It answers the library's needs as a partial subject catalog, enabling one to

discover readily the numbers and titles of all books in any one class, though not always all material possessed by the library on the subject represented by a given class number. That is to say, a book can occupy but one space on the shelves, consequently but one class number may be assigned it. Therefore it remains for the catalog to bring out fully and completely all material, not strictly belonging to this class, by means of its subject headings and cross references.

This brings me to the most useful record in any library, the one record indispensable to the public, if it would know thoroughly and without loss of time in searching, the full resources of the library on any given topic or by any given author, the record important alike to public and librarian: the catalog.

The kind of catalog generally found in public libraries to-day is the Dictionary Card Catalog, because it is the one most readily understood and consulted. The methods of dictionary cataloging are thoroughly taught in our Library Schools because it is the most useful, particularly for a popular library. It is the Dictionary Card Catalog (the catalog in which all the entries, whether author, title, or subject, etc., are arranged in one alphabet like a dictionary or a cyclopedia) which I shall make the subject of the following text.

CHAPTER II

GENERAL PRINCIPLES AND PRACTICAL APPLICATION

Let me enter upon my subject by saying as impressively as I can, "Do not make a fetish of cataloging." There comes a time in the experience of almost every young librarian when she thinks of cataloging not as a means to an end, but as something of the utmost importance in itself. This is a great mistake. Your catalog is useful only as it displays the resources of your library; therefore be practical in the making of it. Do not be tempted from the straight path — the path of common sense — by alluring vistas on either side. Put yourself in the position of the reader who is to use the catalog and you will seldom go astray. Shut yourself away from the "madding crowd" of library borrowers, and catalog merely to please yourself, and the result may be a very *chef d'œuvre*, technically perfect; but not a good working tool, the tool that is to help both you and your public to make use of the full resources of your library. This central thought for the cataloger, namely, the ideal of making a perfect tool, I shall develop by quoting a paper I prepared some years ago on the "Needs of a small library":

"The three essentials which I should call indispensable for a small library even more than for a large one are, first, an interested and capable governing board; second, a first-class librarian; and third, a first-class catalog. As a rule the first insures the second, and the second, the third."

"Even the best librarian does not know and cannot remember everything, hence the need of a first-class catalog. Any librarian may have some specialist come in temporarily and compile a card catalog for her, but only a good librarian will know how to keep it up and will have the desire to do so. The smaller the library, the more complete and analytic that catalog should be. All the resources of the library, to the smallest and seemingly most trifling, should be made available to the public. Every book should be analyzed, sifted, that is, for every subject treated therein, that it may be brought to the reader's notice by a suitable heading in the catalog; for though the library may contain but a chapter on a certain subject, the fact should be made evident. In short, the less material you have, the more you want

to exploit that little and make every bit of it available for the use of your public. If, as in a large library, you have from 20 to 100 or more entire books bearing on a given subject, you can afford to ignore all small mention of that subject which may be found incorporated in other works. A great deal has been said about a good librarian being better than the best catalog. That is not so. In the first place, the best librarian, though she may have a marvelous, never-yet-met-with-in-my-experience memory, cannot know or remember the contents of every work in the library. If she is asked for a list of titles on, let us suppose, William Dean Howells, will she be able to say, without consulting her catalog, that articles about him may be found in Bolton's "Famous American authors," p. 258–285, and in Rideing's "Boyhood of living authors," p. 14–85 respectively? If she is asked for some book on Constantinople, and her library contains nothing but the mention made of it in Bayard Taylor's "Lands of the Saracen," p. 324–354, will she find the information ready on the tip of her tongue? Will she not rather be apt to say, "We have no book on that subject," unless her catalog is such as will supply her with that fact?"

"In the second place, the librarian is not always in the library and cannot be in all parts of it at the same time. In the third place, the librarian may become ill or even die or get married before she has had time to pass on her wonderful memory to her assistant or her successor."

It has been said that the open shelf system minimizes the use of the card catalog by the public. Alas, that it should be so! The books on the shelves do not indicate the resources of the library in a circulating system. Many books come in only to go out again almost immediately, particularly when the supply is inadequate. The devouring fiction reader is not tempted away from his favorite hunting ground as of yore. The librarian, however, can and should always make the best possible use of her catalog, and so help and influence her constituency. The entries on the catalog cards should be full enough to be clear without being too long. All imprint may be dispensed with, with the exception of the number of volumes and the date of publication or copyright date (or both), and, in some special cases perhaps, for historical and scientific works, information regarding the edition, illustrations, portraits, or maps. (In the Brooklyn Public Library we now supply even less than this on the cards in the branches, and find that they meet every requirement of the borrowers in our various branches.) Too much information is apt to confuse the public. Subject entries should be carefully thought

out and made, with cross references, whenever there is the least indication of their usefulness.

It will be found of the greatest possible benefit to the library if from the very beginning the fiction is annotated, shortly and concisely, and the necessary subject cards made. Many people (women in particular) prefer to read history and books treating other serious subjects in novel form; and it is certainly better that they should read it thus than that they should not read it at all. The subject headings in such cases should be followed by the words *in fiction* in parentheses; e.g., United States. History. Civil war (*in fiction*); Woman suffrage (*in fiction*); Hypnotism (*in fiction*), etc.

The books of every library, no matter how small it may be, should be classified, preferably according to some well-known system, like the Dewey Decimal classification, for example. It always saves time, confusion and money in the long run, if a library is started on a proper basis. You may think you can do without this and that until some future time, but you will find that it pays in the end to get and to do the needful things in the very beginning. The time comes but too quickly when an imperfect, makeshift system overpowers you. Do not postpone too freely and too readily.

It would be well to remember, however, since after all a book can only occupy one space on the shelves and can therefore receive but one class number no matter how many subjects it treats or touches upon, that so long as the classification of a collection is done consistently, so long as all material on like subjects is grouped together on the shelves, it does not vitally matter whether every other librarian of your acquaintance would agree with you in every one of your decisions. First be sure to get a clear idea as to the author's intent, his viewpoint, and the purpose of the book and then find the best class number to fit it. The public is rarely sufficiently familiar with the library's scheme of classification to do more than acquire a general idea of it, and in any case it should not be encouraged to depend solely on the classification — in other words on the books grouped together on the shelves in the various classes — for all material on a desired subject. That would be misleading. It is the catalog after all which should supply full information regarding the material on any given subject contained in the library, whether classed by itself under its own subject class number or — of necessity — with some other subject with which it is bound or incorporated. A book considered a year or so ago may have been placed by you in a certain class and if reconsidered to-day, in the light of added

experience and increased knowledge of the subject and its ramifications, might be differently classified. Every wide-awake librarian, as her knowledge of a subject expands and increases, is prone at times to change her mind regarding her own decisions, yet it would not be conducive to her peace of mind if every time she changed that she also changed the class number.

Now in making your catalog you should endeavor to make it answer clearly, fully and concisely the following questions, or it will not avail you much to have one:

1. What books does the library possess by a certain *author?* e.g., What have you in the library by Hamilton W. Mabie?

2. Does it contain a book with a certain *title?* e.g., Have you the "Spell of Italy"?

3. What books have you on a certain *subject?* e.g., What have you in the library on Pyrography, Wireless telegraphy, Woman suffrage, Neutrality of Belgium, Aerial warfare, etc.?

Your catalog must tell also where the books which these questions indicate are to be found, when in their proper places on the shelves. Your accession book, if you have one, is merely a numerical record of your collection, while your shelf list is classed in form. These will not give you the complete information afforded by the catalog. Nor can you use the shelf list as conveniently and quickly; for, unless you are thoroughly familiar with the classification of each book, you will not readily find the one you seek in the shelf list.

The catalog, then, compiled to convey fully such items of information as I have just enumerated, becomes a most useful tool, not only satisfying to the public, but saving of the health and strength and time of the librarian.

If you cannot afford the time or the money to have a complete dictionary catalog, at least have an author and title catalog, and make use of the shelf list as a partial subject catalog. I say a *partial* subject catalog, because, as I have explained before, the shelf list, while it will guide you to the books in the various classes, will not assist you to separate articles or chapters bearing on a given subject, so that you can answer fully such questions as "Give me something on Dutch costumes," or "something about Hallowe'en," or "Have you anything about coffee houses in your library," or a work about raffia, or about national flowers, about Scotch plaids, etc.?

Whether your catalog be simple or complex, showing practical common sense or merely a desire to be considered erudite, be consistent. Use always the same set code of rules, which you may select for your purpose; make your entries uniform and

have a practical reason for all you do. Think of your successor, who will bless you (or the reverse) as she finds the work methodically done or done according to a different rule or idea each day. If you decide one day to put all books on tacks under *Tacks* or all books on roses under *Roses*, do not put the next addition on those subjects under *Nails* or *Flowers*, respectively. Take the A.L.A. Catalog rules — or others, should you prefer them — decide which rules you wish to adopt, annotate your copy of the rules fully, indicating where you would omit, where you would change, and where you would make additions. If possible, get a paper-covered copy of the rules, send it to your binder, and have it interleaved and bound; this will give you one blank page for each printed one, on which to note your additions, alterations and notes.

In carrying out the rules thus decided upon, consider carefully beforehand what cards you will make and what forms you will use. Put yourself in the position, first, of the average ignorant borrower (ignorant in so far as the use of a catalog is concerned) who knows in many cases only that he wants a certain book but who does not always know how to look for it, and secondly, of the intelligent cataloger or librarian, familiar with her books and her tools, acquainted with the various technical terms used in her profession and thoroughly conversant with her own particular collection of books and her catalogs at least. If you are librarian and cataloger in one (and I know that this is the case in most small libraries and even in medium-sized ones, where whatever assistants there are, are usually raw material), you will not receive your books from the hand of an expert, with all entries to be made carefully indicated either on the title-page or its verso; you will be obliged to think and judge for yourself, clearly and rapidly, and determine the number and kind of cards you will make for each book. It does not follow that the greater the number of cards you make, the more creditable your work will be. Unless each one of these cards is needed, is useful, your judgment has been at fault. Observe carefully the "ignorant" borrower; from him you may gain much if you will but make careful note of what he asks for and how his mind works in regard to the entries he seeks. Be open to suggestions from anybody and everybody, culling the best.

In short, in all this work call to your aid all the common sense you possess, and you will not go far astray. And while you are to adopt the motto "Be consistent" as your guide, read beneath it "Use your common sense, and exercise good judgment." For you must not be consistent to an exasperating degree. I read

somewhere not long ago "Consistency thou art a mule," instead of a "jewel"; and I fear that is sometimes true. Yet remember, too, that cataloging is made up of details and it pays in the long run to devote the necessary attention to these details. It does not take longer to do a thing correctly, even to the most minute detail of punctuation or capitalization, than it would to do it poorly or carelessly. I have heard students complain that it seemed so unnecessarily tedious to them to observe such unimportant (?) details as commas and semicolons, yet it seems to me that of necessity a well-trained mind would *want* to use even these minor nuisances in their proper places. A *good* cataloger must be accurate and consistent, with sound judgment and common sense and a fair and open mind constantly on the alert regarding the needs and the demands of the reader, for whom the catalog is primarily intended and who (when he cannot readily find what he wants) cannot always be designated as "gentle."

Practical Application

Up to this point, I have been laying down general principles upon which you are to work. Lack of cataloging principles in a librarian is as dangerous to a library as lack of moral principles in an individual is to society. Unless you become imbued with these general principles, you can make but small headway in their application as set forth in the remarks which follow. I have been considering, in other words, what we want to do and now I proceed to tell how to do it. I shall begin by outlining what cards are needed in forming a simple catalog and shall then take up the various types point by point. Each book requires on an average from three to five cards. All cards are named from the entry on the upper line, and fall into four main classes:

1. The Main or Author Card.
2. The Title Card.
3. The Subject Card.
4. The Cross Reference Card.

Sample cards follow each point taken up.

When preparing to catalog a book, first read the title page carefully; then glance through the table of contents and if necessary skim through the text in order to get an accurate knowledge of the class and subject matter. When you have done that, decide

(a) On the main or author entry.
(b) On the added entries and references to be made.
(c) On the fullness of title to be used.

(d) On the fullness and form of the author's name and the names of other individuals for whom cards are to be made.

When that has been done you are ready to begin the

Author Card, or more properly speaking the Main Card, the first card made in all cases. This may be any one of a number of types; e.g.,

1. The Simple Author entry under a single *personal* author, whether he happens to be the actual writer of the work or the editor, compiler, translator or illustrator responsible for it.
2. Entry for an author who has used a Pseudonym or nom-de-plume.
3. Entry for an Anonymous book or a book written under Initials only.
4. Entry for a work by Joint authors; a book written conjointly by two or more authors.
5. Entries for Periodicals.
6. Entries for Cyclopedias and Dictionaries.
7. Entries for Almanacs, Year-books and Directories.
8. Entries for Anonymous classics and Sacred books.
9. Corporate entries (for Government publications, Associations, Institutions, Societies, etc.)

Besides this Main entry and the Subject, Title and Cross reference entries, there are other forms to be considered:

(a) The Analytic entry, which may be under Author, Title or Subject, or under all three.

(b) The added entry for Editor, Translator, Compiler, Commentator, Illustrator.

(c) The Series entry.

(d) The Partial or Changed Title entry.

(e) The Subject entry for Individual biography.

(f) Entries for Added editions, Supplements and Continuations, Keys and Indexes.

(g) Entries for Revisions or Abridgments, Epitomes, Adaptations, Extracts or Collections, for a Criticism or Bibliography, for Concordances, Music, Doubtful or Attributed authors, etc.

Let us take up in detail these different cards in a dictionary catalog.

CHAPTER III

AUTHOR ENTRIES

THE SIMPLE AUTHOR CARD UNDER A PERSONAL AUTHOR

In order to make clear how names of various forms and nationalities should be entered I append the following list to serve as examples:

SIMPLE AUTHORS, WITH ONE OR MORE FORENAMES.

Bealby, J. T.
Brooks, Phillips, bishop of Massachusetts.
Brown, James F.
Brown, John F.
Brown, Robert, 1767–1820.
Brown, Robert, 1885–
or
Brown, Robert, engineer.
Brown, Robert, poet.
Bryan, W. J.
Cooper, J. F.
Crawford, F. M.
Fox, John, jr.
Fryer, John.
Goethals, G. W.
Hale, Rev. E. E.
Howells, W. D.
Manning, H. E. cardinal.
Maver, William, jr.
Roosevelt, Theodore.
Shakespeare, William.
Thackeray, W. M.

SURNAMES WITH PREFIXES AND SUFFIXES, FOREIGN AND ANGLICIZED. (A title of rank usually precedes the prefix which follows the name in a heading.)

Annunzio, Gabriele d'.
Aulnay, Louise d'.
Balzac, Honoré de.

Beethoven, Ludwig van.
Brink, B. E. C. ten.
Brink, Jan ten.
Chateaubriand, F. A. vicomte de.
Craven, Mme. Pauline (de La Ferronnays).
Da Costa, Isaac.
D'Avenant, Sir William.
De Costa, B. F.
De Foe, Daniel.
De Forest, J. W.
De Garmo, Charles.
De Koven, H.L.R.
Delafield, Richard.
De La Pasture, Mrs. Elizabeth (Bonham).
Del Mar, Alexander.
De Pinna, Joseph.
De Puyster, Frederic.
De Quincey, Thomas:
De Ricci, Seymour.
Descartes, René.
D'Este, Margaret.
Dubois, C. F. T.
Du Bois, William.
Du Boisgobey, Fortuné.
Du Chaillu, P. B.
Gama, Vasco da.
Goethe, J. W. von.
La Fare, C. A. marquis de.
La Farge, John.
La Fontaine, Jean de.
La Hire, Jean de
Lamartine, A. M. L. de P. de.
La Motte Fouqué, F. H. K. freiherr de.
Le Feuvre, Amy.
Le Gallienne, Richard.
Legrand, Louis.
Lemaire, Ferdinand.
Le Sage, A. R.
Lespinasse, J. J. E. de.
Musset, Alfred de.
Sainte-Beuve, C. A.
Scheffel, J. V. von.
Schiller, J. C. F. von.
Ten Brook, Andrew.
Van Alstyne, Mrs. F. J. (C.)

Van Arsdale, John.
Vanbrugh, Sir John.
Van Buren, Martin.
Vanderbilt, Cornelius.
Van der Hoogt, C. W.
Van Dyck, Sir Anthony.
Van Dyke, Henry, D.D.
Voltaire, F. M. A. de.
Von Degen, Albert.
Vondel, Joost van den.
Vorbeck, Friedrich von.
Wildenbruch, Ernst von.
Zobeltitz, Fedor von.

AUTHORS WITH COMPOUND NAMES. (Enter under the first half of the name, with reference from the second part.)

Baring-Gould, Rev. Sabine.
Betham-Edwards, M. B.
Calderon de la Barca, Pedro.
Castro y Bellvis, Guille de.
Cervantes-Saavedra, Miguel de.
Delafaye-Bréhier, Mme. Julie.
Dubut de Laforest, J. L.
La Motte Fouqué, F. H. K. freiherr de.
Leroy-Beaulieu, P. P.
Lloyd-George, David.
Menéndez y Pelayo, Marcelino.
Merle d'Aubigne, J. H. D. D.
Núñez de Arce, Gaspar.
Palacio Valdes, Armando.
Pardo Bazán, Emilia.
Schulze-Smidt, Bertha.
Seton-Thompson, Ernest.
Simonde de Sismondi, J. C. L.
Viollet-Le-Duc, E. E.
Watts-Dunton, Theodore.

NOBLEMEN. (Entry under Title or Family name, whichever is better known. If in doubt enter under the Title. A Title of rank usually precedes the prefix which follows the name in a heading.)

Beaconsfield, B. D. 1st earl of.
Besant, Sir Walter.

Bismarck-Schönhausen, O. E. L. fürst von.
Chesterfield, P. D. S. 4th earl of.
Imbert de Saint-Amand, A. L. baron.
Rosebery, A. P. P. 5th earl of.
Saint-Simon, L. de R. duc de.
Scott, Sir Walter, bart.
Talleyrand-Périgord, Dorothée (von Biron), duchesse de.
Walpole, Horace, 4th earl of Orford.

MARRIED WOMEN AND OTHERS WHO HAVE CHANGED THEIR NAMES. (For a married woman with but one Christian name, it is best to write out both Christian name and maiden name in full. If there are two or more forenames or married names, give initials only. The maiden name of a married authoress or its initial may be placed in curves on all cards where it is used.)

Earle, Mrs. Alice (Morse).
Duff-Gordon, C. L. (afterwards Mrs. Aubrey Waterfield).
Ward, Mrs. E. S. (P.) *or*
Phelps, E. S. (afterwards Mrs. Ward).
Freeman, Mrs. M. E. (W.) *or*
Wilkins, M. E. (afterwards Mrs. Freeman).
Riggs, Mrs. K. D. (S.) W. *or*
Wiggin, Mrs. K. D. (S.) (afterwards Mrs. Riggs).
Parsons, Mrs. F. T. (S.) D. *or*
Parsons, Mrs. F. T. (S.) (formerly Mrs. Dana) *or*
Dana, Mrs. F. T. (S.) (afterwards Mrs. Parsons).
Jackson, Mrs. H. M. (F.) H.
Parsons, Mrs. F. M.
Ward, Mrs. M. A. (A.) (Mrs. Humphry Ward).
Rohlfs, Mrs. A. K. (G.) *or*
Green, A. K. (afterwards Mrs. Rohlfs).

POPES AND SOVEREIGNS, RULING PRINCES, SAINTS AND OTHERS who are entered under the FORENAMES only. (For Sovereigns, etc., use Roman numerals after their names in headings. Enter Popes under the Latin form of their names. Enter Sovereigns and Ruling Princes in the vernacular, with titles in English.)

Albert I, prince of Monaco.
Augustine, saint, archbishop of Canterbury.
Chrysostomus, Joannes, saint, archbishop of Constantinople.

Dante Alighieri.
Edward of Norwich, 2d duke of York.
Franz Joseph I, emperor of Austria.
Geoffrey of Monmouth.
George, prince of Wales.
Henri IV, king of France.
Howard de Walden, T. E. Ellis, 8th baron.
Karl, archduke of Austria.
Leo XIII, pope.
Louis XIV, king of France.
Napoleon I, Bonaparte, emperor of the French.
Omar Khayyām.
Pius X, pope.
Thomas the Rhymer.
Umberto I, king of Italy.
Victoria, queen of Great Britain and Ireland.
Wilhelm II, German emperor.

One of the first essentials in making the Author Card is that there should be uniformity in the form and fullness of the author's name used as a heading. For instance, books by Samuel Langhorne Clemens have been published under his full name, under its abbreviated form, S. L. Clemens, and also, more frequently, under his pseudonym or *nom de plume*, Mark Twain. If you should decide to place all of this author's books under his real name, Clemens, make the reference from Twain and enter no books under the latter; conversely, if you should prefer to enter his works under his pseudonym, make the reference from his real name to his pseudonym and enter no books under the real name. If you do not follow this rule exactly, you will have works by the same author appearing in different parts of the catalog under various name headings, and so that first requisite of a good catalog, which is to answer the question, "What books does the library contain by a certain author," will remain unfulfilled. Be consistent not only in the form of the name you adopt, but in the fullness you decide to use. If you enter one author's works under his surname, with the initials of his forenames, do this for all authors; and especially avoid inconsistency in this matter in the case of different books by the same author. That is, if you are entering books under the heading Thackeray, William Makepeace, enter all this author's works under this heading; and, moreover, in the same catalog it would manifestly be inconsistent to have the heading Thackeray, William M. or Thackeray, W. M., since in such case the same author's name would

appear in full in one place, with secondary fullness in another, and in the third in very abbreviated form with initials only. A moment's thought, too, will show that a difficulty in filing will present itself if part of an author's works are entered under his full name and part under his surname with one forename written out or with initials. It is really immaterial which form of name you adopt or how fully you give it, though, I repeat, I would recommend giving it with secondary fullness, but whichever you adopt, adhere to it under all circumstances and make cross references from the form you do not use to the one you use if there is the slightest possibility that the former may be looked for. For example, you may, though I hope you will not, decide to enter Dickens under his full name Dickens, Charles John Huffam, or Dickens, C. J. H. In that case it would be the part of wisdom to refer from the well-known form of Dickens, Charles. I should not advise the use of full names in small libraries for authors with more than one forename, except in the case of pseudonyms, which should always be written out in full, followed by the word "pseud." In the case of two authors having the same single forename, I should supply dates of birth and death to differentiate them. If these can not be ascertained, use some distinguishing or characterizing word or phrase instead, as, Brown, Charles, author; Brown, Charles, entomologist; or, Brown, Charles, Englishman; Brown, Charles, American. In the case of two authors having the same initials, I should write out the first forename of each and if these be alike, the other forenames also. Should both forenames be alike, follow the practice suggested above for authors having single forenames alike.

Preferably I should give the author's names with secondary fullness on the author card in all cases. This means writing out his name in full if he has but one forename, and giving his initials if he has more than one, as is done on all *secondary* or added entry cards in very *full* cataloging. It seems more satisfactory to the users of the catalog as a rule and simplifies some of the problems of alphabetizing or filing. Give titles of nobility and ecclesiastical titles but ignore all other honorary titles or degrees except those of the church (as Rev., D.D., etc.).

If an author (usually a married woman) has changed her name after you have entered one or more of her works, or if you find later that she is known by another name, do not change your entry, since this, as in the case of a pseudonymous entry, would necessitate not only rewriting your card, but renumbering your book, etc. Add instead to the main cards of that author already in the catalog the more recent information, making a reference

from the newly discovered name to the one you have used; e.g., Wiggin, Mrs. K. D. (S.) (afterwards Mrs. Riggs); or Parsons, Mrs. F. T. (S.) (formerly Mrs. Dana). Even if adding the new information to the author cards would involve rewriting a number of cards, you will find it worth while to do so, though this difficulty may be overcome by leaving the entries already written as they are and adding a separate card with the heading in full (but no book title) to stand in front of all entries under that author.

If an editor or compiler or translator is responsible for the work he has edited or compiled or translated, in which case as a rule no author is given, make the main entry under the editor, translator or compiler, adding the abbreviation ed., comp., tr., after his name as the case may be; e.g., Bartlett, John, comp.; Lang, Andrew, ed.

When making your Author card always begin on the top line with the author's surname followed by his forenames given with secondary fullness (e.g., the forename in full if there is but one, and initials of the forenames only if there is more than one, except in the case of a married woman with but one Christian name, when both Christian name and maiden name are best written out in full). The maiden name of an author or the initial of that name may be placed in curves if desired. If ruled catalog cards are used always begin the author entry *out* at the first or left vertical line, in other words at the first or author indention. If unruled cards are being used, begin about one inch to the right of the left margin of the card, or 9 typewriter spaces. If the author entry requires more than one line begin the second and succeeding lines *in* at the second or right vertical line, in other words at the second or title indention. If the cards are unruled this would necessitate beginning one and one-half inches from the left margin of the card, equivalent to 14 spaces on the typewriter. The author entry on every card, except the series card (whether author, title or subject card), begins at the first or author indention, though it begins on the top line only on the author card. All other entries except the series entry (whether title, subject or cross reference) begin on *all* cards (except the series card) at the second or title indention.

On the Main card, whether simple author, joint author, corporate entry or other, give the title pretty fully, but omit all matter not really essential, all that part of the title which is merely repetition and neither adds to the value of the title nor gives information not already furnished. Omit also all initial articles, in English, except in rare instances where it is really needed to

make sense (*not* articles in the *body* of the title) and all unnecessary introductory words of well-known titles, such as *History of* Henry Esmond, *Life and adventures of* Robinson Crusoe, *Adventures of* Oliver Twist, *History of* David Copperfield, *Tragedy of* Hamlet, etc. Do not alter the wording of the title or the spelling of words in the title but give it exactly as it is on the title page. Explanatory words or phrases may be added in the exceptional cases where it is deemed necessary. In such case I should recommend bracketing the additional matter to remind yourself that it did not appear on the title page; e.g., Moral overstrain [and other sketches]; The President's [Thomas Jefferson] message. An omission of part of the title in the body of the title may be indicated by three dots . . .

Reduce the title to a single *sentence* (it will only occasionally happen that this cannot be done), using a period only at the end of the title. Begin the title on the line below the author entry, in, at the second or title indention, bringing the second or succeeding lines out to the first or author indention. Capitalize the first word of the title (and the word following if the first is an article), the first word only of an alternative title or any phrase or title quoted and all proper nouns and proper adjectives. For books in the French and German languages *always* use the initial article, enclose it in curves, but disregard it in alphabetizing. For works of history and travel, I should advise all librarians, if they wish to make books on these subjects especially useful, to insert in the title the dates covered, unless, as may often happen with a book of travel, the date of publication coincides with the date of actual travel. For example, Macaulay's "History of England" (that is, with the clause "from the accession of James the Second" omitted) is a title which would lead one unacquainted with the work to infer that it covered the entire period of English history, at least to the date of publication. In like manner Burnet's "History of his own time" is rather vague and indefinite to one unacquainted with Burnet. Marco Polo's "Account of Japan and Java," published in Boston in 1892, should certainly have the date 1298 inserted in the title.

One centimeter (or one half inch) space after the title give the date, and one centimeter space thereafter, the number of volumes if more than one. Give the date of publication or imprint date, and the copyright date or inclusive copyright dates if it differs more than one year from the date of publication. If there is no imprint date give the copyright date or inclusive dates, or failing that the preface or introduction date. "n.d." meaning "no date" is written in place of the date when that cannot be ascertained.

Any date, however, even though a doubtful or approximate one (e.g., 189?) is better than "n.d." particularly for works of science, a subject in which books are constantly being rewritten and brought up to date and where the dates will often determine the usefulness of a book to the borrower. For such books also, and for others which are being constantly reprinted with revised text or additional matter, a mention of the edition, directly following the title, is desirable. As a rule the copyright date or other date not given on the title page is bracketed [] to show that fact, but in brief cataloging, particularly if the typewriter is used, that is not essential, unless the brackets would tend to separate two dates; e.g., 1895 c90; c1900–10; but 1913 [1885–1912].

If the book is one of a series and the series is important or well-known enough to warrant it, add the name of the series, in curves, after the date of publication or the number of volumes, one centimeter space away. You will rarely, almost never, be called upon to give more particulars regarding imprint and collation than this.

Contents and Notes

On the author card, also, give contents of books containing several works by the same author; or works by several authors; or works on several subjects; or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them; of books of essays (as a rule), literary, scientific and other; of collective biography and sometimes of books containing short stories, sketches, plays or poems, particularly if they have been published separately in magazine or other form and are therefore likely to be known by their separate titles. Use judgment, however, and do not give contents when inordinately long, covering many cards, except in particular instances where it seems absolutely necessary.

When writing the card by hand, give the contents in smaller letters, generally on the main card only, though if they are short they may be repeated on the subject card when deemed necessary properly to describe the work. On the subject card, if not repeated thereon, add a note which reads: "For contents see the main card." Sometimes, when contents are given on the title page they may be included in the title if not too long; e.g., Sudermann, Hermann. Morituri, three one-act plays: Teja, Fritzchen, The Eternal masculine. If different parts of the contents are written by different authors, give the name of the author after its title with the initials only of the forenames and not inverted, preceded by a comma and "by." If the contents are not too

long use a separate line for each item. If it makes the contents more valuable arrange them *alphabetically* (as in the case of Vasari's Lives of Italian painters).

If there is no note, leave one line blank after the imprint before giving contents. If there is a note, do not leave a blank line following the note, but on a new line directly under the note, beginning in, at the right vertical line or title indention, write the word Contents, followed by a colon. On the next line, also at the second indention, begin and give the running contents, separating the different items by a semicolon and beginning each with a capital letter. Omit the initial article as you would for any title, but if it is necessary to use it, capitalize it and the word following. Keep the entire contents at the title indention. If the work comprises more than one volume, begin the contents of each volume on a new line, writing v.1, v.2, etc., in the space between the two vertical lines, between author and title indention. When each volume has a general heading and subdivisions, both being essential, give both, with a colon after the general heading, e. g.,

Gayley, C. M. ed.
Representative English comedies, with introductory essays and notes, an historical review of our earlier comedy, and other monographs by various writers. 1903–14. 3v.

Contents:
v. 1 **From the beginnings to Shakespeare: An** Historical view of the beginnings of English

see next card

2
comedy by C. M. Gayley; John Heywood, critical essay, by A. W. Pollard.
v. 2 **Later contemporaries of Shakespeare:** Ben Jonson and others.
v. 3 **Later contemporaries of Shakespeare:** Fletcher and others.

This may be true also of the contents in a work of one volume. If the contents prove too long for one card, write on the main card until you come to the line broken by the hole; do not write on that line or on the one below it, which is the last line on the card, unless you have but a few more words or one line to add, or unless you can finish on that card. Instead, take a new card, an extension card, so called, and begin it as though it were a continuation of the first; e.g., go right on and continue the contents, beginning however, not on the top line but on the second line of the new card, at the title indention. At the extreme top, in the middle, of the second and succeeding cards, write a small 2, 3, etc., in black or red ink. On the back of the second (and succeeding cards if you have them) write the author's surname and a brief title of the book, so that should these cards become separated from the main card you will be able to readily trace it. For the same reason write the *class* and *book* number on each card in its proper place. If you neglect to do this, you will have no clue to the main card, should the others become separated from it. At the bottom of the first card, in the right-hand corner, write in red or black ink and in small letters, "*see next card*" to show the reader there is more to follow. Repeat this on every card except the last card. Tie these cards together (preferably with Barbour's linen thread, 3 cord, No. 25), leaving the loop loose enough for the insertion of a lead pencil or the little finger.

When the reader would be more apt to look for a work under the subject, as in the case of collective biography, either under the general heading Biography or the more specific headings, Authors, Physicians, Sovereigns, etc., give the contents on the subject card instead of on the author card, making a note on your main card to read as follows "For contents see under the subject 'Authors,' 'Physicians,' etc.," as the case may be. If the contents are very short, it is well to repeat the items on the author card. If at all in doubt, add them to the main card.

All necessary annotations should appear on the author card. By annotations, or notes, is meant such necessary information supplied by the cataloger as will indicate in the fewest possible words (a) the work to which the given book is a sequel; (b) the part or parts of a set that are missing or as yet unpublished; (c) the different title under which a book has been published; (d) any defects of the book annotated; (e) the treatment, characterization, purpose or scope of the book, should the title itself not indicate these features explicitly enough. In fact notes should be added whenever it is necessary to explain the title or to correct any misapprehension to which it might lead, and also to supply

essential information regarding the author and bibliographical details not given in the title or imprint. For example, I have recently seen a book entitled "Domestic economy." In this case the title was certainly not very enlightening, since the book treated of the domestic economy of the human system, the digestive apparatus, in fact, and not at all of what is usually understood by the term "Domestic economy." If you do not feel sufficient confidence in your own ability to annotate such books clearly and succinctly, make use of the work already done by experts, such as the best annotated catalogs, the "American Catalog," the "A.L.A. Catalog," the "Publishers' Weekly," the "A.L.A. Booklist," any of the best reviews, etc. As a rule, all notes should be given in English. If a book calls for both notes and contents add the notes first. Leave one line blank after the entry and begin the note at the title indention. Bring out succeeding lines to the author indention.

Call Number

In the upper left-hand corner of all cards except cross reference cards, write the call number (class and book number) in black ink, close to the left edge of the card, the class number on the top line, and the book number on the line directly beneath it. For adult fiction I would use no call number of any kind, merely arranging the books on the shelves alphabetically under authors, and by titles under each author. For juvenile fiction I should write J in place of the class number to differentiate such books from adult fiction.

The class number and book number are inseparable. Formerly, whenever the book number was spoken of the class notation was really meant, and later, the entire class, book, volume, and copy number were sometimes called the book number. Technically that is not correct to-day. The class number alone does not make a sufficient call number. There must be something to distinguish each book from all others in the same class; *ergo* the book number as a rule, brief or elaborate as may be. In small libraries the book number may be, sometimes is, altogether dispensed with, (or, the initial letter only of the author's surname is used), books in any one class being arranged alphabetically by authors. In such case, as with works of fiction, the accession number may be made to serve the purpose when charging a book to a borrower. The Sanborn-Cutter Author Table, of 3 figures, enables one to arrange books on the shelves alphabetically by author, by marking them with the initial of the author's family name, or surname, followed by one or more decimal figures according to this table, so constructed that names whose initials are

followed by some of the first letters of the alphabet have first numbers, and those in which the initial is followed by later letters have later numbers. In case of authorless books, periodicals, etc., the alphabetic order is determined by the heading which has been chosen for cataloging.

When the call number has been supplied to this author card, I think we may say we have finished with the face of it, at least, for I should strongly advise that you do no tracing on the face of the card. In other words, do not indicate on the face of the card, the title card, the subject card, or other added entry made. Tracings are meant for the use of the librarian only, and it is better not to confuse the public with them. On the back of the main card trace or indicate all other cards you have made for the book cataloged. If you have made a title card, say *title;* if an editor or translator card, say *ed.* or *tr.*, or write the surname of the editor or translator; if a series card, the word "*series*" will suffice. If subject cards have been made for the book, write on the back of your author card the various subject headings under which you have put it. Cross references, particularly subject cross references, need not be traced in this way, as they refer to the subject in general, to the subject in the abstract, not to any one particular book treating of that subject. As I have before remarked, this tracing of the various cards in the catalog is of use only to the librarian. It enables her when discarding a book from the catalog to remove all cards, or when changing the number of a book to change it on all cards. You may be able to remember that you have made title cards and series cards and editor cards and even subject cards; but you will very rarely recollect *what* subject cards, unless in the cases where the subject catch-word is in the title. Your successor will require this key even more than you.

If you have no shelf list, write your accession number also on the back of the main card. If you have a shelf list, however, this is not necessary, as the accession number is always given on your shelf list card, and you will rarely refer to the catalog for such information. (See sample shelf list cards, page 4.)

SAMPLE AUTHOR CARDS UNDER PERSONAL AUTHORS

J

Alcott, L. M.

Little men; life at Plumfield with Jo's boys. 1909c1871–1901.

Illustrating title with explanatory or continuous title.

J **Andrews, Jane.**
Seven little sisters who live on the round ball that floats in the air. c1861–87.

Illustrating title given more briefly on title card.

914.8 **Ballou, M. M.**
B19 Due North; or, Glimpses of Scandinavia and Russia. 1887.

Illustrating alternative title.

654 **Blaine, R. G.**
B63 Aetheric or wireless telegraphy. n.d.

Illustrating a title which may be mistaken for an alternative. title but is not.

797 **Church, J. R.** ed.
C56 University foot-ball; the play of each position treated by a college expert. 1893.

Illustrating main entry under the editor.

Craik, Mrs. D. M. (M.)
John Halifax, gentleman. n. d.

Illustrating an author not a pseudonym requiring a name reference.

659 **Farrington, Frank.**
F24 Selling suggestions; a book for storekeepers and others who sell things. 1913. 2v.

Contents:
v.1 Storekeeper and his store.
v.2 Efficiency in the business.

Illustrating a work in 2 volumes with contents.

665
A11 **Abady, Jacques.**
Gas analyst's manual . . . incorporating F. W. Hartley's "Gas analyst's manual" and "Gas measurement." 1902.

Illustrating quoted titles in the title
The three dots . . . indicate an omission in the body of the title.

917.3
E12 **Earle, Mrs. Alice (Morse).**
Home life in colonial days. 1900c1898.

Illustrating married woman with name in full.

822
H21 **Hamilton, Cosmo.**
Short plays for small stages. 1911.

Contents:
In the Haymarket; Toller's wife; Why Cupid came to Earl's court; St. Martin's summer; Soldier's daughters.

Illustrating contents of work in one volume.

or

822
H21 **Hamilton, Cosmo.**
Short plays for small stages. 1911.

Contents:
In the Haymarket
Toller's wife
Why Cupid came to Earl's court
St. Martin's summer
Soldier's daughters

326
H48 **Helps, Sir Arthur.**
Letter on "Uncle Tom's cabin." 1852.

Illustrating quoted title.

654
M61 **Meyer, F. L.**
Twentieth century manual of railway, commercial and wireless telegraphy. Ed. 7 rev. & enl. c1902–14.

Illustrating note of edition in the imprint

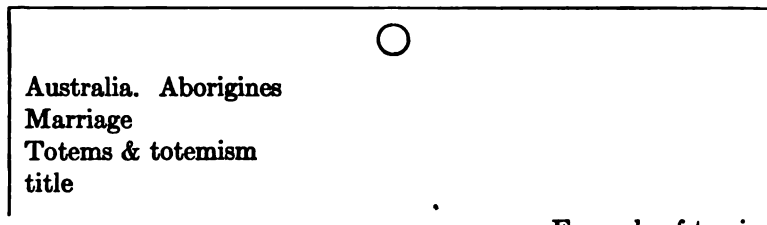
Illustrating the use of the initial article in English, German and French.

Glasgow, E. A. G.
(The) Descendant. 1897.

G832
H37 **Hauptmann, Gerhart.**
(Die) Versunkene glocke; ein deutsches märchendrama. 1900.

F842
P87 **Pouvillon, Émile.**
(Le) Roi de Rome. 1898.

F **Rod, Édouard.**
(Un) Vainqueur. 1904.



Example of tracing on back of card.

CHAPTER IV

TITLE ENTRIES

Next in order we shall take up the title card, the first of your added or secondary entries. This entry must answer the question ' 'Have you this book in the library," and ' 'who wrote it?" but both answers may be as brief as possible. It is better to err on the side of making too many than on that of making too few title cards or references. It is somewhat surprising, when you come to think of it, how many people ask for books by their titles and appear to have only a vague knowledge, if any, of the authors. Make, therefore, a title card, when you think there is the slightest chance that a book may be asked for by its title. Make title cards for all works of fiction, all plays and poems published singly or separately, all books published anonymously whose authorship has been discovered, all books published under a pseudonym, and all books with striking or catch titles. If a book is well known by any part of its title, by the second part of the title, by a running title, a half-title, a binder's title, a changed title, or by any title differing from the title-page, make an added entry under that title; that is, in addition to your regular title card, make an extra title card or cards, bringing out the catch word under which the book may be known and asked for. No added title card is required for an anonymous book while its author is unknown, as the main card answers the purpose of a title card also.

Whenever you can, make a *title reference* instead of a title card. This can always be done for the various editions or translations of a classic or other well-known work. To explain: if you have in your library many editions of the same book, for instance, the Iliad of Homer, or Macbeth by Shakespeare, make one card under the title for that book,— in other words, one title reference, which will refer the reader to the main or author cards for all added information. This card will read as follows: ' 'Iliad, see Homer," or ' 'Macbeth, see Shakespeare, William," and thus will serve to economize time, space and material.

On the title card give in all cases but a brief title and date with the number of volumes if more than one, except for works of fiction when the number of volumes may be omitted, and in very small libraries the date also. Give the author's surname,

or surnames if joint authors, with initials of forenames only, or, *preferably*, omit the forenames altogether, giving the surname only. Use the call number, if you are making a regular title entry, but omit it on a title reference card, as the call number will differ for various editions of a book. When making the title card begin your title (with the first word not an article, in English) on the top line, in at the second or title indention. Give a brief title only, followed by a period, and one centimeter thereafter, the date of publication or the copyright date if there is no imprint date, or "n.d.", and the number of volumes one centimeter after the date. I repeat, however, that for quite small libraries I should omit date and volumes on all title cards. If the title requires more than one line begin all at the second indention, so that nothing will be written out at the author indention *above* the author's name. On a new line, out at the author indention, begin the author entry, giving the author's surname only. No tracing is made on this or any other secondary or added entry card.

SAMPLE TITLE CARDS

J	Little men. 1909.	
	Alcott.	or omit date.

J	Seven little sisters. c1861–87.
	Andrews.

914.8	Due North. 1887.
B19	**Ballou.**

654	Aetheric or wireless telegraphy. n.d.
B63	**Blaine.**

797 University foot-ball. 1893.
C56 **Church.**

John Halifax, gentleman. n.d.
Craik.

659 Selling suggestions. 1913. 2v.
F24 **Farrington.**

CHAPTER V

SUBJECT ENTRIES

After you have made the author and title cards for a book, make the subject card or cards, except when the book is a work of fiction, a single play, an essay, or a poem which does not require it. As a rule all works of non-fiction except those just cited require at least one subject card.

The most interesting, the most important, and at the same time the most difficult part of cataloging is the subject cataloging or subject indexing of your collection, the bringing out the subject matter contained in books, in such manner that none of it will be lost to the public. This is the essentially vital part of cataloging, for the subject matter contained in a library is in constant demand, while the author and title use of the catalog is comparatively slight. Knowledge of the various forms of cataloging, the making of author, title, editor, cross reference, and even *subject* cards, while necessary as a foundation for good cataloging, making for an ordered mind, is not as vital to the success of a catalog, its rapid and easy consultation by the average person using it, as is the entry of the subject matter, the selection of the best-fitted heading in each case, and the ability to decide on the necessary cross references intelligently and fully without danger of overdoing. Combine with this, common sense and good judgment in abundance and a mind alert and constantly open to new expressions, new terms, and the opinions and experiences of the vast majority—the public as well as those attendants in the library who come in constant daily contact with the reader and the searcher after information and who have therefore to a large extent his — the outsider's — point of view.

Headings should be carefully chosen and only such used as most closely express in each case the subject or subjects to be brought out, as clearly and as specifically as possible, in order to be most useful and most readily found and understood by the average intelligent user of the catalog. There must be uniformity in the headings selected, that the same heading may be used for all books of similar content. It is often difficult to choose between headings which are either synonymous or of related or opposite meaning. Care, judgment and foresight must be

exercised and cross references made from the discarded form to the chosen one.

A broad point of view and a mind open to suggestion and conviction are most useful assets to a successful cataloger. These qualities will prevent an insistence on one's own opinion merely because it is one's own and will engender an alertness which will be ever ready to change to a better form or better heading when one has been pointed out or thought out and weighed and not found wanting. Constant vigilance, a flexible consistency, and a conservative iconoclasm are the price of a first-class subject catalog.

The best catalogs and catalogers in the best appointed libraries show great diversity of usage and trend of thought. The A.L.A. subject heading book was the outcome of the discussions at the A.L.A. meetings concerning their diverse usage among libraries, and that has proved a most helpful guide. The third edition is much enlarged and a great improvement on the first, both as to its content and its make-up. Complete as it seems, however, to the casual reader and the cursory examiner, it does not nearly satisfy the requirements of the insatiable cataloger who uses it constantly, for she knows its lacks and knows, moreover, that it is almost humanly impossible to have it really complete and up to date. For new terms come up and old terms go out, and some that are not noted seem better than their substitutes on the printed page. Scientific terms die out and become old-fashioned while others sprout up to take their places, for there is a fashion in subject headings as in all else. There seems nothing for it, therefore, but to add what seems necessary, and retain what seems applicable and satisfactory and for the sake of uniformity and coöperation change only when a better offers, not merely *one as good.* Any special library has to depend on more than the A.L.A. subject heading guide, has to consult its standard cyclopædias and dictionaries and its own text and reference books for the proper terms. But the A.L.A. List is a splendid guide and is not at all mandatory. Use, therefore, the "A.L.A. List of subject headings for use in dictionary catalogs" as a guide, checking or underscoring each subject as you use it, inserting new subjects which you may decide to use, and crossing out others that you may prefer to discard; checking it, in fact, as you would your code of cataloging rules before mentioned. The blank pages in the new edition will be found ample and convenient for all additions and annotations. Do not feel obliged to use only the subjects mentioned in this list, or all of them. The book is intended as a guide for intelligent users, not as a mandatory direction.

Call to your aid your judgment and common sense, when making your selection of subjects. Remember, I repeat, it is never safe to depend on the title page of the book only. Do not, therefore, assign a heading from the title of a book. It is too often misleading. Make sure of what the book treats before selecting the subject. The table of contents should be carefully looked through and the book itself at least skimmed in all but very obvious cases. In assigning subject headings and in making cross references more absurdities can be perpetrated than in any other branch of library work. I myself discovered in one library a work entitled ' 'Black diamonds" entered under *Precious stones;* the book was a treatise on the slaves of the South, fancifully called "Black diamonds," by the author; and but recently I have learned that in one of our more important libraries Strong's "Expansion under New World conditions" was placed under the heading *Physics,* with a cross reference which read "Expansion, *see* Physics." In another library was found the reference "Turbines, *see also* Hats," and in the same institution the desire to practice economy of cards by making several entries on one card resulted in this:

Lead kindly light.
" poisoning.

So be wary lest you, too, leave behind you an unintentional work of humor.

Countries, states and cities are not given in the A.L.A. list; but as all history and travel is placed under the name of the country, state or city, with its subhead *History,* or *Description and travel,* follow your own knowledge of the book in hand or refer to the Dewey Decimal classification.

Choose a specific subject heading whenever possible. That is, enter a book on ants under the specific heading *Ants,* not under the more general heading *Insects;* a book on birds under *Birds,* not under *Zoölogy;* a book on diamonds under *Diamonds,* not under *Precious stones,* etc.

Be consistent and uniform in your choice of subjects. Do not select the most abstruse or the most erudite form of heading, but the one most likely to be used by the borrowers of your library. Put yourself in the position of a reader, and you will arrive at a much fairer decision regarding what he will ask for than if you make your selection from a merely technical point of view.

Bring out *all* the subjects treated in a book, particularly if they seem of the least interest to your community. This is most important in a small library, as the subjects included in the book may not appear in your library in separate works. Make first the subject heading that covers the entire book, the

general heading, in short; then bring out the various chapters not covered by this general heading under their specific subject headings. In this way you will often be able to make available, for the readers' use and your own, articles upon recent subjects, upon which no complete treatises have been written. Bring out under their specific headings all chapters or items bearing upon the biography of a person, or the criticism of his works; all topics suitable for bulletins, such as author's birthdays, Christmas, Thanksgiving, etc.; all articles bearing upon events of current history, or political topics; upon subjects discussed in the lecture course of the public schools for the year; upon topics made prominent by the grammar and high schools in their curricula; upon subjects studied by the literary and debating clubs of your town or vicinity; and so on *ad libitum*. In other words, analyze each book in your collection as thoroughly and exhaustively as practicable. You will find hidden in your books of essays much valuable material that will never see the light of day, never reach the people who want and need it (at least not just when they want it most), unless you analyze the contents of your books and make the parts appear in your catalog separately, either under author or title or subject, or under all three when necessary. You will also never realize until you have your tool, your labor-saving machine (the catalog), in perfect order, how much wear and tear you will save yourself both physically and mentally.

Let me add right here, as the most fitting place for it, never waste a topic once looked up. Note the source where you find it under its proper heading at once, and insert the subject in the card catalog in its alphabetic place. You will be repaid for doing this at some future time; for it is more and more impressed upon me that we should not unnecessarily burden our memories with things that can be labeled and pigeon-holed. For example, if a borrower should ask you where to find information regarding any recent legislation upon the subject of municipal ownership of street railways, it might require several hours' search for you to find material that would be satisfactory for his purpose; but if you had made note of this subject by means of analytics when you cataloged your books, a very few moments would place the full resources of your library in your hands.

I would make one exception in advising this thorough analysis, and that is in the case of periodicals and literary essays. These are completely analyzed for us by "Poole's Index," the "Cumulative Index to Periodicals," and the "A.L.A. Index to general literature"; though one word of advice regarding the first mentioned work may not be amiss here. As very few libraries have all or nearly

all of the periodicals mentioned in Poole, I would keep it out of the sight and ken of the public. They are always much disappointed (to put it mildly), after having toiled through Poole and found a reference to an article which they wish to read, to learn that the library does not possess the number indicated.

When a book treats specifically of a subject pertaining to a certain country, if you have the time at your disposal, make an additional entry under that country. If you have not the time make an entry under the subject, and a general reference from the country to that or any other subject, except for works of history, description and travel, manners and customs, social conditions, constitutional history, etc., pertaining to any one country, which should always be entered under the country with its proper subhead. In any case do not make the only entry under the country, except for history, travel, manners and customs, social conditions, etc. For example, when cataloging a book treating of the geology of England, make your subject heading under *Geology*, and under England (or under any other country when required), make a card as follows: "England. For works on a specific subject under this country see the *name* of that *subject*, as *Geology*, *Birds*, *Law*, etc." For history, travel, etc., make a general reference under the subject as follows: "History. For the history of any country or subject *see* the name of that country or subject, etc. etc.," and a heading under the country followed by the subhead History; Description and travel, etc.

Except in the case of language and literature headings, use the noun with a subdivision instead of the adjective form for a subject heading when feasible. Here as always use common sense and judgment and decide each case on its own merits; e.g., do not put *every* subject under the noun form unless you feel justified in so doing. There are adjective forms so much more popularly known as such that it would be decidedly undesirable, and might prove detrimental to the usefulness of that subject at least in the catalog to use any other form. Country headings when used should always be given in the noun form (e.g., the name of the country with the subhead following) except, as I have already stated, in the case of language and literature headings.

The language or literature of a country should be entered directly under the name of the language or literature, using the adjective form of the country, rather than under the country with its subhead *Language* or *Literature;* for example, *English language*, not *England. Language*, etc. This is best because the names of languages and literatures may differ widely from those of the countries to which they belong, as do Sanskrit literature,

Gaelic language, Norse language, Provençal literature, Yiddish language, etc. The exceptions to this might be Drama and Essays, which might be made inverted headings, reading "Drama, English," "Essays, French," etc., so as to show the extent of the material under the entire subject at a glance. In the previous edition of this work I advocated the use of the noun with its subhead rather than the adjective form for non-country headings more strongly and unreservedly, suggesting for example that all works on electricity be grouped under Electricity with its various divisions or subheads following; e.g., Electricity. Currents, instead of Electric currents, etc. It has the advantage of keeping all works on Electricity together under one alphabet, as I pointed out, but the advantage is not great enough to counterbalance the disadvantage, in this and similar cases, of not using the better-known and more popular term, which usage has fixed in the minds of the readers. Stick to the "A.L.A. List of subject headings" as far as possible, so as not to have too many exceptions to make note of, unless you feel better results will be reached and so adequately repay you.

Group closely related subjects under a combined heading when possible instead of entering books under each heading; for example, *Jews and Judaism, Socialism and communism, Immigration and emigration, Drawing and design,* with reference from the second part to the whole.

Unless time and material are extremely scarce, I should always advise making subject cards; that is, a subject card for each book, that the borrower may know at a glance what material the library contains on any subject. If, however, it will mean that the time and material thus saved or gained may be expended to better advantage, the following suggestions may be followed.

For many subjects it is possible to make subject *reference* cards, such as we have been making and using with marked success in some of the branches of the Brooklyn Public Library for years. By subject references I mean references from the names of such classes in the Dewey Decimal classification (or any other) as cover a single definite subject, to the books arranged under that class number on the shelves. For example, for all books on physics, instead of making separate subject cards under the heading *Physics*, which would necessitate ten cards if you have ten books on the subject, make instead, one card, "Physics, *see* books on shelves in class 530." You can do this only in case no other works except those on physics are classified in 530, but you can do this even if works on physics are to be found in some other class. You cannot, for instance, make a reference from Telegraphy to class

654; you cannot say "Telegraphy, *see* books on shelves in class 654," because you have books upon other subjects than telegraphy in that class; in other words, all books classed in 654 are not on telegraphy. You can, however, say "Gardening, *see* books on shelves in classes 635, 710," because all books in both those classes treat of gardening.

If, however, you have a chapter or part of a book devoted to physics in a work not classed in physics, you will need to make a regular subject card under the heading *Physics;* e.g., an outline of Ganot's Physics may be bound with Roscoe's Chemistry. The book is classed in 540 — Chemistry; and as you cannot say "Physics, *see* books on shelves in class 540," you must make a subject card and not a subject reference for that book. It is better, therefore, to make the subject reference cards *see also* references.

With an open shelf system, this method will answer very well for the borrower who wishes to know only what books on a certain subject are in the library at the time. For the borrower, however, who desires to know what the library has on a certain subject, such references are not of much value, since all the books on a given subject are not likely to be in at the same time, or may be misplaced on the shelves, so that unless the shelf list is available for the use of the public, I do *not* recommend the use of such references.

I should suggest a reference like the following, in cases where the library contains many editions of the same work. Make your regular subject card for the first edition received by your library, and for later editions (not copies of the same edition, for which one subject card as one author and one title card will always suffice), note on this subject card as follows: "For other editions of this work see the main card," adding the author's name if you think it necessary.

A *subject* heading indicates the subject matter treated in the book, what the book is *about*, while a *form* heading indicates the form or style in which the book is written, whether essay, poem, fiction, etc. It is treated exactly like a subject heading, and in fact may be both, though not for the same book. That is, you may have a *form* heading *Fiction* under which you have grouped all your novels and stories, and at the same time you may have the *subject* heading *Fiction* for works *about* the novel, its history and development, etc., or novel writing, etc. For so large a class of books as Fiction, Poetry or Essays, I do not advise making form headings, as your catalog will soon fill up with innumerable cards. If desired make a *reference* referring to the class of such

books or their position on the shelves; e.g., Poetry, English. For English poetical works see books on shelves classed in 821, etc.

For a children's catalog, a separate catalog of the juvenile books in a library, I *might* recommend omitting even the few bibliographical items of information on the cards already outlined, but I would rarely recommend using a *different* set of subject headings for them, changing them to suit their immature minds, though *additional* headings, not usually required for adult books, may sometimes be well worth while. It is a debated question whether it is well to train children or accustom them to one set of headings when in so short a time they will have become adults and promoted to the use of the adult catalog, but to find another set of terms. The minds and the intelligence of children vary as do those of more mature years. What seems difficult to a child of twelve may be perfectly simple to one of nine years. Besides, children learn and develop rapidly, and as they are rarely afraid to ask questions of one another or of any one for that matter, and do not look upon the catalog as the bugbear viewed by their elders, they soon become accustomed to use it intelligently and understand it much more thoroughly than do many of those same adults.

All subject and form headings are written in *red* ink.

When making the Subject Card, begin on the top line at the title indention, and write your heading in red ink, keeping all lines of the heading, if it takes more than one, at the title indention.

Leave one line blank, and on a new line, *out*, at the author indention, give the author's name as you have entered it on the title card, carrying the second and succeeding lines in to the title indention.

On a new line again, beginning at the title indention, give the title of the book, fully enough to make clear to yourself and a reader if possible why that book was put under that heading. As a general thing the title is given on the subject card with as much fullness as it appears on the main card. It is followed by the number of volumes, dates and series note exactly as they appear on the main card. If notes are necessary add them on the subject card and repeat the contents if needed, provided they are not too long. When they are not repeated on the subject card add a note which reads, "*For contents see the main card.*" The call number is written in the upper left-hand corner as on the main and title cards. If your subject heading is inverted, place a comma after the entry word and capitalize the following word; e.g., *Greece, Ancient.* If your subject heading consists of a main subject with a subdivision, place a period after the main heading and begin the subhead with a capital; e.g., *England. Description and travel.*

Following are some lists of various forms of the better-known, most frequently used subject headings:

Single Word Headings—Obvious: General and Specific

Agriculture	Heat	Petroleum
Algebra	Hygiene	Philosophy
Astronomy	Kindergarten	Phonograph
Birds	Law	Physics
Botany	Manufactures	Physiology
Cookery	Medicine	Psychology
Dog	Metallurgy	Religion
Eagle	Money	Sagas
Economics	Monkeys	Sculpture
Elephant	Moon	Seeds
Evolution	Mythology	Self-culture
Flowers	Needlework	Swimming
Folklore	Negroes	Taxation
Geology	Ocean	Teaching
Golf	Palmistry	Telephone

Headings with Explanatory Words or Phrases in Curves

Arms (anatomy), see Arm.	Irish literature (Celtic).
Balls (parties).	Irish literature (English).
Bands (music).	Locks (canals), see Canals.
China (porcelain).	Masons (secret order).
Curves (in engineering).	Masses (music).
Drilling (perforating).	Mayflower (ship).
Ether (anesthetic).	Patience (game), see Solitaire.
Ether (of space).	Seals (animals).
Expansion (physics).	Seals (numismatics).
German (dance), see Cotillon.	Silver (as money).
Gold (as money).	Turning (gymnastics).
Interest (psychology).	Underground railroad (slavery).

Adjective Forms of Subject Headings

Animal electricity.	Glacial period.
Arctic regions.	Greek drama.
Christian science.	Housing problem.
Commercial law.	Hydraulic engineering.
Constitutional law & history.	Industrial arts.
Domestic arts.	International law.
Domestic economy.	Juvenile delinquency.
Electric engineering.	Local government.
Electric lighting.	Manual training.
English literature.	Marine engineering.

Mental diseases.
Military history.
Musical instruments.
Natural history.
Nervous system.
Parliamentary practice.
Physical education.
Physical geography.
Religious liberty.
Sanitary engineering.
Scientific management.
Social settlements.

Nouns Used as Adjectives

Child study.
Factory system.
Fortune telling.
Government ownership.
Health resorts.
Horse racing.
Home economics.
House painting.
Landscape painting.
Library science.
Market gardening.
Nature photography.
Sign language.
Street railroads.
Village communities.
Woman suffrage.

Compound and Phrase Headings

Arbitration & conciliation.
Arts & crafts.
Banks & banking.
Books & reading.
Church of England.
Cliff dwellers & cliff dwellings.
Colonial life & customs.
Crime & criminals.
Evening & continuation schools.
Forests & forestry.
Hall of fame.
Highlands of Scotland.
Homes for the aged.
Immigration & emigration.
Indians of America.
Japanese in the United States.
Labor & capital.
Labor & laboring classes.
Machine shop practice.
Manners & customs.
Mormons & Mormonism.
Mind & body.
Mounds & mound builders.
Nurses & nursing.
Publishers & publishing.
Refuse & refuse disposal.
Religion & science.
Strength of materials.
Strikes & lockouts.
Voyages & travels round the world.
Weights & measures.
Yachts & yachting.

Inverted Headings

Anecdotes, Legal.
" Medical.
" Religious.
Architecture, Domestic.
Beauty, Personal.
Christianity, Evidences of.
Education, Elementary.
Efficiency, Industrial.
Garter, Order of the.
Hygiene, Public.

Insurance, Accident.
" Fire.
" Life.
" Marine.
Painting, Mechanical.
Philosophy, Ancient.
Philosophy, Modern.
Sanitation, Household.

Countries with Subheads

United States. Census.
" " Constitution.
" " Climate.
" " Diplomatic & consular service.
" " Economic conditions.
" " Foreign relations.
" " Militia.
" " Navy.
" " Population.
" " Social life & customs.
" " Description & travel.
" " History. General.
" " " Discovery, –1607.
" " " Colonial period, 1607–1775.
" " " Revolution, 1775–89.
" " " Constitutional period, 1789–1809.
" " " War of 1812, 1809–17.
" " " Middle period, 1817–45.
" " " Mexican war, 1845–61.
" " " Civil war, 1861–65.
" " " Reconstruction period, 1865–75.
" " " War with Spain, 1898.
" " " 19th century.
" " " Later 19th century, 1865–1900.
" " " 20th century.
" " " Modern.
" " " Religious.
Canada. History to 1763 (New France).
" History, 1763–1867.
" History. Rebellion, 1837–38.
" History, 1867–date.

Nouns with Subheads

Agriculture. Study & teaching.
Children. Abnormal & backward.
" Diseases.

History. Study & teaching.
Negroes. Education.
" Folklore.
" Social life & customs.
Poetry. Collections & selections.
Railroads. Accidents.
" Employees.
Science. Study & teaching.
Women. Diseases.
" Occupations.

SOME SPECIFIC PERIODS, EVENTS, BATTLES, ETC., IN HISTORY BEST BROUGHT OUT UNDER THEIR SPECIFIC NAMES RATHER THAN UNDER THE COUNTRY, WITH A REFERENCE FROM THE COUNTRY

Army of the Cumberland.
Army of the Potomac.
Austrian succession, War of, 1740–48.
Bacon's rebellion, 1676.
Black Hawk war, 1832.
Boston massacre, 1770.
Boston tea party, 1773.
Bunker Hill, Battle of.
Children's crusade, 1212.
Crimean war.
Crusades.
Dorr rebellion, 1842.
Draft riot, 1863.
Franco-German war, 1870–71.
French & Indian war, 1755–63.
Gettysburg, Battle of.
Gowrie conspiracy, 1600.
Gunpowder plot.
Hanseatic league.
Hundred years' war, 1339–1453.
Indian mutiny, 1857–58.
Jacobins.
Jacobites.
Jameson's raid, 1895–96.
King Philip's war, 1675–76.
King William's war, 1689–97.
Louisiana purchase.
Middle ages.

Napoleonic wars.
Peninsular campaign, 1862.
Peninsular war, 1807–1814.
Pequot war, 1636–1638.
Queen Anne's war, 1702–1713.
Russo-Japanese war, 1904–1905.
St. Bartholomew's day, Massacre of.
Seven years' war, 1756–1763.
Spanish successions, War of, 1701–1714.
Stamp act, 1765.
Sullivan's expedition, 1779.
Thirty years' war, 1618–1648.
Vendean war, 1790–1796.
Wars of the Roses.
Waterloo, Battle of, 1815.
Wyoming massacre, 1778.

SAMPLE SUBJECT CARDS

914.8 ***Scandinavia.***
B19

Ballou.
Due North; or, Glimpses of Scandinavia and Russia. 1887.

914.8 ***Russia. Description & travel.***
B19

Ballou.
Due North; or, Glimpses of Scandinavia and Russia. 1887.

654 ***Wireless telegraphy.***
B63

Blaine.
Aetheric or wireless telegraphy. n. d.

797
C56 ***Foot-ball.***

Church.
University foot-ball; the plays of each position treated by a college expert. 1893.

659
F24 ***Efficiency.***

Farrington.
Selling suggestions; a book for storekeepers and others who sell things. 1913. 2v.

659
F24 ***Salesmen & salesmanship.***

Farrington.
Selling suggestions; a book for storekeepers and others who sell things. 1913. 2v.

CHAPTER VI

CROSS REFERENCES

As the name implies, these cards *refer across* from one form of name to another, or from one subject to another or to several others.

Make cross reference cards when they are needed, but be careful not to crowd your catalog with too many, referring back and forth, or on and on, and thus defeating your own purpose; and be very sure not to refer *to* any subject upon which you have no material. Do not, for example, say, "Economics, *see also* Strikes and lockouts," when you have no books in the library on strikes and lockouts; wait until you have the books. Your borrower, when he has turned to *Strikes and lockouts* and found nothing to reward his search, will not be very amiably and charitably disposed toward the library and its librarian; while a second or third occurrence of the same kind may cause serious trouble. When I say "Do not refer on and on indefinitely," or "back and forth," I mean, for example, do not say "Deluge, *see* Flood," and have the reader turn to that subject only to find "Flood, *see* Noah," or, "Sea, *see* Ocean," only to find "Ocean, *see* Sea," which leads nowhere, as I hope you see.

There are two kinds of cross reference cards: (1) the "*see*" reference, and (2) the "*see also*" reference. The "see" reference disposes of the name or subject referred from and places everything under the name or subject referred to. "*See*" references should be made from any name or heading under which a book may be sought for to the one you have decided to use; usually made from one word or term to another of like or synonymous meaning or from one term to another of opposite meaning, or from the second part of a subject to the first part; e. g., Entomology, *see* Insects; which means to anyone looking for a book under the heading Entomology, "Yes, we have books on that subject, but you will find them under *Insects*, therefore *see* Insects; or Banking, *see* Banks and banking, or Intemperance, *see* Temperance, etc. The same is true of names, as already stated; e. g., Wiggin, K. D. *see* Riggs, Mrs. K. D. (S.) W. which means to one who knows her name of Wiggin and looks for her under that name in the catalog, "Yes, we have Mrs. Wiggin's books, but she has changed

her name and you will find all her works contained in the library under her last known name, her married name, Riggs, therefore *see* Riggs, Mrs. K. D. (S.) W.

"*See*" references may also be made to cover a number of subjects; e. g., instead of making a separate reference to each country on which you have such material in your library, make one reference which reads: Travel. For travel and description in any country *see* the name of that country; or, History. For the history of any country or subject *see* the name of that country or subject.

It is in making "*see also*" references that you will be most likely to overdo the matter.

A "*see also*" reference should never be made unless you have material on the subject referred *to*, in other words unless there is a card in the catalog under that heading. It is not absolutely necessary, however, to have anything on the subject referred *from*, though logically the "*also*" should not be added until you have; e. g., logically you should not say Economics, see *also* Banks and banking while you have no material on Economics in general. But actually it is safer to do that rather than say *see*, waiting to fill in the *also* when you have something on Economics. The "*see also*" reference says in effect that you have material under both the subject referred from and the one referred to. Refer from the general to the specific or subordinate subject, from the general to the related or allied subject, but not, except in rare cases, from specific to general subjects. That is, say "Zoölogy, *see also* Birds, Insects, Domestic animals," etc. *Birds* and *Insects* being specific subjects under the general subject *Zoölogy*, all in class 590, and *Domestic animals* a related subject classed in 636. Do not say "Birds, *see also* Zoölogy"; that is referring back from the specific to the general, and is not needed. When making a "*see also*" reference like "Economics, *see also* Banks and banking, Cost of living, Factory system, Government ownership, etc." you say, in effect, "Yes, we have books on economics in general, but if you want anything on banks and banking or the cost of living in particular, look under those headings and you will find what we have on those subjects." Write all these headings referred to on one card, instead of making a separate "*see also*" card for each in turn, no matter if they are not in alphabetic order. Rewrite the card when it is full and then arrange the entries alphabetically.

I should suggest filing all "*see also*" subject reference cards *in front* of all cards on that subject in the catalog trays, rather than at the back, as is the general custom, if you have but one copy

of that card. If a reader wants a book on *Butterflies* and turns to *Insects* to look for them, he will be saved the searching through a long list of works on Insects if the first card that confronts him under that head directs him to "*see also* Butterflies," etc. As there is no positive guarantee, however, that the reader always will look for the card at the beginning, I would earnestly advise making two "*see also*" reference cards in each case (in a small library this can be done without too great an expenditure of time and material), filing one copy at the beginning and the other at the end of a subject.

Readers as a rule, when consulting a given entry in a catalog, dislike to be directed to "*see*" something else, a fact to be remembered in making cross references. Simple as it may seem to a librarian, the fact yet remains that a "*see*" or "*see also*" reference card is sometimes puzzling to a reader. A reference reading, "Political economy. For books on this subject look in this catalog under the heading Economics" may seem a bit clearer than "Political economy, *see* Economics." Should you decide to use this form it would economize time and labor if you had a stamp made for that part reading "For books on this subject look in this catalog under the heading," to be used on all such cards.

Make all *name references* in *black* ink, and all *subject cross references* in *red* ink.

Sometimes (but not often) you will have to refer from a red subject heading to a black main heading, in order to save duplication of cards in the catalog, but do not use different ink. As for example:—

Agriculture, *see also*
United States. Agriculture, Dept. of; or,

United States. History. Civil war period, *see also*
Lincoln, Abraham, etc.

When making your Cross Reference Card, write the name *from* which the reference is made on the top line, indenting as for a title or subject heading. Write the name *to* which reference is made on a new line, indenting as for an author. In other words, always begin your cross reference card with the name or heading you are referring from, on the top line, at the title indention, a comma, then one centimeter space followed by the word "*see*" or "*see also*," and on a new line, out, at the author indention the name or heading *to* which you are referring, *in full*, or as you will actually *see* it on the card referred to; e. g., do not say Wilkins, M. E. *see* Freeman, Mrs. Mary E (Wilkins) when your entry

under Freeman actually reads, Freeman, Mrs. M. E. (W.) When reference is made from one heading to several others, *each* of the headings to which reference is made is begun out at the author indention.

"*See also*" references may be arranged in columns or in paragraph form. The former is preferable and much easier to read.

SAMPLE CROSS REFERENCE CARDS

Mulock, Miss, see
Craik, Mrs. D. M. (M.)

Selling, see
Salesmen & salesmanship

Political economy, see
Economics

Intemperance, see
Temperance

Drunkenness, see
Temperance

Economics, see also
Banks & banking
Cost of living
Factory system
Government ownership

Temperance, see also
Alcohol
Prohibition
Stimulants
Tobacco

Following is a list of 150 works of non-fiction, published in recent years, alphabetically arranged, covering a variety of subjects, with their subject headings and cross references *suggested.* It meant so little extra work and took up so little extra space that I have added the class number (from the Dewey Decimal system of classification) in each case to increase the usefulness of the list. If you will carefully study these, comparing each subject and reference assigned with your "A.L.A. List of subject headings" until each is thoroughly understood, you will find them of great assistance in deciding on subjects and references in future. If there are any which you cannot comprehend I will gladly endeavor to explain my view to anyone who will communicate with me. I have purposely selected only such titles as lend themselves to this purpose without the necessity of handling the books; such titles as unequivocally suggest the subject matter of the book. The list contains no "catch" of any sort. I have tried it with success on several classes of students in cataloging and it is because of the gratifying results thus obtained that I append it here. I only regret that necessity compels the omission of the class "discussions" of doubtful, incorrect or disputed headings. The subject heading in each case appears at the right of the title, the subject references, "see" and "see also" below the title.

I strongly advise you to look up in the dictionary at the time the meaning of any word or term which is not perfectly clear to you. The most expert cataloger finds herself driven to this if she would avoid mistakes or the use of vague or inappropriate terms.

LIST OF 150 BOOKS WITH CALL NUMBER, SUBJECTS AND CROSS REFERENCES ASSIGNED

In some cases, for very small libraries, the subheads following the subjects may be omitted; e. g., for "Clodd's Primitive man" the subject Man will suffice, for Clowes' "Chemistry" without the subhead Analysis is sufficient. Even for history and travel the name of the country will suffice for a heading unless you have material enough to warrant using the subhead. Certain headings may be combined instead of being used separately, and certain references not considered needful omitted for libraries with small collections particularly those which are not expected to increase to any large extent.

1. Aeschylus. Plays. 882 A25 *Greek drama*
   Plays, see Drama
   Drama, see also Greek drama
   Greek poetry, see also Greek drama
2. Agnew. Electric tramcar handbook. 621.3 A27 *Electric railroads*
   Electric railways, see Electric railroads
   Tramcars, see Street railroads
   Tramways, see Street railroads
   Street railroads, see also Electric railroads
3. American Historical Association. Study of history in elementary schools. 907 A51 *History. Study & teaching*
4. American Library Association. Binding for small libraries. 020 A51 *Bookbinding*
   Binding, see Bookbinding
5. Ashley. Adjustment of wages. 331 A82 *Wages*
   Workmen's compensation, see Wages
   Labor & capital, see also Wages
   Labor & laboring classes, see also Wages
   Salaries, see also Wages
6. Atherton. Introduction to the design of beams, girders and columns in machines and structures, with examples in graphic statics. 624 A86 (1) *Girders* (2) *Columns* (3) *Graphic statics*
   Beams, see Girders
   Pillars, see Columns
7. Bangs. House boat on the Styx. 817 B21 *Satire & humor*
   Humor, see Satire & humor
   Wit & humor, see Satire & humor
8. Battersby. Queer, quaint Holland. 914.92 B33 *Holland. Description & travel*

Travel. For travel & description in any country see the name of that country.

9. Baty. International law. 341 B33 *International law*
   Law of nations, see International law
   Nations, Law of, see International law
   Law, see also International law
10. Baylies. Narrative of Major General Wool's campaign in Mexico, in...1846, 1847 and 1848. 973.6 B35
   U. S. History. War with Mexico, 1846–1848
   Mexican war, 1846–1848, see U. S. History. War with Mexico, 1846–1848
11. Bealby. Fruit ranching in British Columbia. 634 B36
   (1) *Fruit culture* (2) *British Columbia*
   Orchards, see Fruit; Fruit culture
   Fruit, see also Fruit culture
12. Beaumont. Finishing of textile fabrics. 677 B37 *Textile industry & fabrics*
   Textile fabrics, see Textile industry & fabrics
   Cloth, see Textile industry & fabrics
   Manufactures, see also Textile industry & fabrics
13. Bennett. Manufacture of leather. 675 B47 *Leather*
   Hides & skins, see also Leather
14. Bernstein. Evolutionary socialism. 335 B53 *Socialism*
   Evolutionary socialism, see Socialism
   Collectivism, see Socialism
   State socialism, see Socialism
   Nationalism, see Socialism
   Social democracy, see Socialism
   Communism, see also Socialism
15. Bevan. British manufacturing industries. 670 B57
   (1) *Manufactures* (2) *England. Industries & resources*
   England. Manufactures, see England. Industries & resources
   Useful arts, see Manufactures
16. Binns and Marsden. Principles of educational woodwork. 371.4 B61 *Woodwork. Study & teaching*
   (*Subheads optional—use depends on size of collection.*)
   Sloyd, see Woodwork
   Carpentry, see also Woodwork
17. Blaine. Calculus and its applications. 517 B63 *Calculus*
18. Blair. Temperance movement. 178 B63 *Temperance*
   Intemperance, see Temperance
   Intoxication, see Temperance
   Abstinence, see Temperance
   Drunkenness, see Temperance
   Prohibition, see also Temperance

19. Boehn. Modes and manners of the nineteenth century. 391 B67 (1) *Costume* (2) *Manners & customs* (3) *Nineteenth century*
Dress, see Costume
Clothing, see Costume
Customs, see Manners & customs
Social life & customs, see Manners & customs

20. Bond. Westminster abbey. 726 B71 *Westminster abbey (Lond.)*
London. Westminster abbey, see Westminster abbey (Lond.)

21. Bottone. Electro-motors. 621.3 B75 *Electric motors*
Dynamo-electric machines, see Electric motors
Electro-motors, see Electric motors
Motors, see also Electric motors

22. Boutroux. Science and religion in contemporary philosophy. 239 B78 (1) *Religion & science* (2) *Philosophy, Modern*
Evidences of Christianity, see Christianity, Evidences of
Christianity & science, see Religion & science
Religion & evolution, see Religion & science
Science & religion, see Religion & science
Modern philosophy, see Philosophy, Modern
Bible & science, see also Religion & science
Theology, see also Religion & science
Christianity, Evidences of, see also Religion & science

23. Bowen. Teaching of elementary school gymnastics. 371.7 B78 *Gymnastics. Study & teaching*
School gymnastics, see Gymnastics
Calisthenics, see Gymnastics
Physical education, see also Gymnastics

24. Boyce. Mosquito or man; the conquest of the tropical world. 616 B78 *Mosquitoes*
Insects, Injurious & beneficial, see also Mosquitoes
Yellow fever, see also Mosquitoes
Malaria, see also Mosquitoes

25. Boynton. Portland cement sidewalk construction. 691 B79. (1) *Cement* (2) *Sidewalks*
Portland cement, see Cement
Building materials, see also Cement
Pavements, see also Sidewalks
Streets, see also Sidewalks

26. Boynton & Marshall. How to use concrete. 693 B79 *Concrete*
Building materials, see also Concrete
Masonry, see also Concrete

27. Bradley. Rivers & streams of England. 914.2 B81 (1) *Rivers* (2) *England. Waterways*
Streams, see Rivers

28. Bryan. Speeches. 815 B91 *Orations*
    Addresses, see Orations
    Speeches, see Orations
    Oratory, see also Orations
29. Buckley. Wrong and peril of woman suffrage. 324 B92 *Woman suffrage*
    Suffragettes, see Woman suffrage
    Rights of women, see Woman suffrage
    Suffrage, see also Woman suffrage
30. Buller. Researches on fungi. 589 B93 *Fungi*
31. Burton. Handbook of marks on pottery and porcelain. 738 B97 *Pottery*
    Porcelain, see Pottery
    Keramics, see Pottery
    Ceramics, see Pottery
    China (porcelain), see Pottery
    Chinaware, see Pottery
    Earthenware, see Pottery
    Crockery, see Pottery
32. Byrom and Christopher. Modern coking practice. 662 B99 *Coke*
    Fuel, see also Coke
33. Bunting. Premium system of forcing sales; its principles, laws and uses. 659 B94 (1) *Premiums* (2) *Salesmen & salesmanship*
    Salesmanship, see Salesmen & salesmanship
    Selling, see Salesmen & salesmanship
34. Calderwood. Salmon rivers and lochs of Scotland. 639 C14 (1) *Salmon.* (2) *Scotland. Fisheries* (3) *Scotland. Waterways*
    Fish, see also Salmon
35. Call. Vocabulary of checkers. 794 C15 *Checkers*
    Draughts, see Checkers
    Games, see also Checkers
36. Chadwick. Relations of the United States and Spain. 327 C43 (1) *U. S. Foreign relations* (2) *Spain. Foreign relations* (3) *International relations*
37. Chambers. Story of eclipses...with special reference to the total eclipse of the sun of August 30, 1905. 523 C44 *Eclipses*
    Lunar eclipses, see Eclipses
    Solar eclipses, see Eclipses
    Astronomy, see also Eclipses
    Moon, see also Eclipses
    Sun, see also Eclipses

38. Clews. Fifty years among the bulls and bears of Wall Street. 332 C63 *Wall Street, N. Y. City*
Stock exchange, see also Wall Street, N. Y. City
New York City. Wall Street, see Wall Street, N. Y. City

39. Clodd. Story of primitive man. 571 C64 *Man. Origin & antiquity*
Primitive man, see Man. Origin & antiquity
Prehistoric man, see Man. Origin & antiquity

40. Clowes and Coleman. Quantitative chemical analysis. 545 C64 *Chemistry. Analysis*
Analytical chemistry, see Chemistry. Analysis
Chemical analysis, see Chemistry. Analysis
Quantitative analysis, see Chemistry. Analysis

41. Coffin. Vector analysis. 531 C67 *Vector analysis*
Algebra, see also Vector analysis

42. Coffin. Yachts and yachting. 797 C67 *Yachts & yacht ing.*
Steam yachts, see Yachts & yachting
Yachting, see Yachts & yachting
Boats & boating, see also Yachts & yachting
Sailing, see also Yachts & yachting
Shipbuilding, see also Yachts & yachting

43. Collins. Cathedral cities of Spain. 914.6 C71 (1) *Spain. Description & travel* (2) *Cathedrals*
Church architecture, see also Cathedrals

44. Cook. By horse, canoe and float through the wilderness of Brazil. 918.1 C77 *Brazil. Description & travel*

45. Cotton. Palmistry. 133 C85 *Palmistry*
Character reading, see Palmistry
Cheirosophy, see Palmistry
Fortune telling, see also Palmistry
Hand, see also Palmistry

46. Crandall. Transition curve, by offsets and by deflection angles. 625 C89 *Curves (in engineering)*
Engineering, see also Curves (in engineering)

47. Crane. Book of the sweet pea. 716 C89 *Sweet peas*
Flowers, see also Sweet peas

48. Creasey. Technical education in evening schools. 607 C91 (1) *Technical education* (2) *Evening & continuation schools*
Education, see also Technical education
Education, Technical, see Technical education
Continuation schools, see Evening & continuation schools
Night schools, see Evening & continuation schools
Industrial education, see also Technical education

Vocational education, see also Technical education
Technology, see also Technical education

49. Creighton. History of the papacy. 282 C91 (1) *Popes* (2) *Catholic church*
Papacy, see Popes
Roman Catholic church, see Catholic church

50. Cushing. Manual of parliamentary practice. 328 C98 *Parliamentary practice*
Rules of order, see Parliamentary practice
Law, see also Parliamentary practice

51. Darwin. Origin of species. 575 D22 (1) *Evolution* (2) *Species*
Origin of species, see Evolution; Species
Darwinism, see Evolution

52. Davidson. Introductory Hebrew grammar. 492.4 D25 *Hebrew language*
Grammar. For the grammar of any language see the name of that language

53. Dawson & Bowles. Birds of Washington. 598 D27 (1) *Birds* (2) *Washington (State). Birds*
Ornithology, see Birds

54. Delineator. Delineator's prize $3,000 houses. 728 D35 *Architecture, Domestic*
Domestic architecture, see Architecture, Domestic
Houses, see Architecture, Domestic
Dwellings, see Architecture, Domestic
Plans (architecture), see Architecture, Domestic

55. De Lolme. Constitution of England. 342.4 D36 (1) *Constitutional history* (2) *England. Constitution*
History, Constitutional, see Constitutional history
Constitutions, see also Constitutional history

56. Douglas. Venice and her treasures. 914.5 D73 *Venice*

57. Drummond. Lowell lectures on the ascent of man. 575 D79 *Evolution*
Origin of species, see Evolution
Man, see also Evolution

58. Du Chaillu. Viking age. 948 D82 (1) *Northmen* (2) *Scandinavia. History*
Vikings, see Northmen

59. Duncan. The Dance. 793 D91 *Dancing*
Amusements, see also Dancing

60. Eddy. Science and health. 615.85 E21 *Christian science*
Mental healing, see also Christian science
Faith cure, see also Christian science
Mind & body, see also Christian science

61. Edward of Norwich, 2d duke of York. The Master of game; the oldest English book on hunting. 799 E25 *Hunting*
Game, see also Hunting
62. Edwards. History and poetry of finger rings. 391 E26 *Rings*
Finger rings, see Rings
Jewelry, see also Rings
63. Engelhardt. Missions and missionaries of California. 266 E57 (1) *Missions* (2) *Missionaries* (3) *California. Missions.* (4) *Catholic church. Missions*
Roman Catholic church, see Catholic church
64. Fanning. Selected articles on capital punishment. 343 F21 *Capital punishment*
Death penalty, see Capital punishment
Executions, see Capital punishment
Hanging, see Capital punishment
Crime & criminals, see also Capital punishment
65. Fidler. Practical treatise on bridge construction...in iron and steel. 624 F45 (1) *Bridges* (2) *Strength of materials*
Materials, Strength of, see Strength of materials
Railroad bridges, see Bridges
Suspension bridges, see Bridges
Viaducts, see Bridges
Engineering, see also Strength of materials
66. Finlay. Cost of mining. 622 F51 *Mining engineering*
Mining, see Mining engineering
Engineering, Mining, see Mining engineering
67. Fischbach. Lace album. 746 F52 *Lace*
68. Fleay. Chronicle history of the London stage. 792 F59 (1) *Theater* (2) *London. Theater*
Stage, see Theater
Theatre, see Theater
69. Fleming. Fiddle fancier's guide. 787 F59 *Violin*
Fiddle, see Violin
Musical instruments, see also Violin
Stringed instruments, see also Violin
70. Flint. The Trust. 338 F62 *Trusts*
Corporations, see also Trusts
Economics, see also Trusts
Monopolies, see also Trusts
71. Forman. Essentials in civil government. 320 F72 *Government*
Civil government, see Government
Civics, See Government
Political science, see Government

72. French polishing, by a practical man. 667 F87 *Grinding & polishing*
Polishing, see Grinding & polishing
73. Froebel. Pedagogics of the kindergarten. 372.2 F92 *Kindergarten*
Froebel system of education, see Kindergarten
Teaching, see also Kindergarten
74. Gage. Microscope; an introduction to microscopic methods and to histology. 578 G13 (1) *Microscope & microscopy* (2) *Histology*
Microscopy, see Microscope & microscopy
75. Ganot. Natural philosophy. 530 G19 *Physics*
Natural philosophy, see Physics
Philosophy, Natural, see Physics
76. Gatewood. Naval hygiene. 613 G25 *Naval hygiene*
Hygiene, Naval, see Naval hygiene
Hygiene, see also Naval hygiene
77. Gerhard. Water supply, sewerage and plumbing of modern city buildings. 628 G36 (1) *Sewerage* (2) *Plumbing* (3) *Water supply*
Waterworks, see Water supply
Sewers, see Sewerage
House drainage, see Plumbing; Sewerage
Sanitary engineering, see also Plumbing; Sewerage
Water, see also Water supply
Sewage, see Sewerage
78. Gibbon. History of the decline and fall of the Roman empire. 937 G43 *Rome. Empire, B.C. 30–A. D.476.*
Rome, Ancient, see Rome. Empire, B.C. 30–A.D. 476
79. Gladstone. Supposed collision between the Scriptures and natural science. 239 B87 *Christianity, Evidences of*
Apologetics, see Christianity, Evidences of
Evidences of Christianity, see Christianity, Evidences of
Religion & science, see also Christianity, Evidences of
80. Goethals. Isthmian canal. 626 G59 *Panama canal*
Isthmian canal, see Panama canal
Canals, see also Panama canal
81. Goodrich. Religious ceremonies and customs. 209 G65 *Rites & ceremonies*
Ceremonies, see Rites & ceremonies
Church ceremonies, see Rites & ceremonies
Ecclesiastical ceremonies, see Rites & ceremonies
Religious ceremonies, see Rites & ceremonies
Ritual, see Rites & ceremonies
Manners & customs, see also Rites & ceremonies

82. Greely. Handbook of polar discoveries. 919.8 G79
(1) *Arctic regions* (2) *Antarctic regions*
Polar regions, see Antarctic regions; Arctic regions

83. Hall. Fertilisers and manures. 631 H17 *Fertilizers & manures*
Manures, see Fertilizers & manures
Agriculture, see also Fertilizers & manures

84. Hawkins and Wallis. Dynamo, its theory, design and manufacture. 621.3 H39 *Dynamos*
Dynamo-electric machines, see Dynamos

85. Hazzard. Fasting for the cure of disease. 613 H43 *Fasting*
Abstinence, see Fasting

86. Hearne. Airships in peace and war; being the second edition of Aerial warfare. 623 H43 (1) *Airships* (2) *Aeronautics, Military*
Aerial warfare, see Aeronautics, Military
Aviation, see Aeronautics
Aerial navigation, see Aeronautics
Military aeronautics, see Aeronautics, Military
Flying machines, see also Aeronautics

87. Heyny. Modern lettering, artistic and practical. 745 H61 *Lettering*
Alphabets, see Lettering
Penmanship, see also Lettering
Sign painting, see also Lettering

88. Hiscox. Gas, gasoline and oil engines. 621.4 H67 *Gas & oil engines*
Gas engines, see Gas & oil engines
Gasoline engines, see Gas & oil engines
Oil engines, see Gas & oil engines

89. Holder. Boy anglers. 799 H72 *Fishing*
Angling, see Fishing

90. Hopkins. Evidences of Christianity. 239 H79 *Christianity, Evidences of*
Apologetics, see Christianity, Evidences of
Evidences of Christianity, see Christianity, Evidences of
Religion & science, see also Christianity, Evidences of

91. Howard. History of the Louisiana purchase. 973.4 H84 *Louisiana purchase*
U. S. Annexations, see also Louisiana purchase
U. S. History, 1783–1812, see also Louisiana purchase

92. Howells and others. In after days; thoughts on the future life. 237 H85 *Future life*

Eternal life, see Future life
Immortality, see Future life

93. Humphreys. Coin collector's manual. 737 H92 *Numismatics*
Coins, see Numismatics
Money, see also Numismatics

94. Hutchinson. Dreams and their meanings. 135 H97 *Dreams*
Visions, see Dreams
Sleep, see also Dreams

95. Ipsen. Book plates. 097 I64 *Bookplates*

96. Jackson. Our dumb companions. 636 J14 *Domestic animals*
Animals, Domestic, see Domestic animals
Animals, see also Domestic animals

97. Johns. Essentials of pianoforte playing. 786.3 J65 *Piano. Instruction & study*
Pianoforte, see Piano

98. Joly. Man before metals. 571 J75 *Man. Origin & antiquity*
Primitive man, see Man. Origin & antiquity
Prehistoric man, see Man. Origin & antiquity

99. Juglar. Brief history of panics. 332 J93 *Panics*
Financial crises, see Panics
Hard times, see Panics
Stock exchange, see also Panics

100. Ketkar. History of caste in India. 294 K43 (1) *Caste* (2) *India. Social life & customs*

101. Kimball. Elements of machine design. 621 K49 *Machine design*
Design, Machine, see Machine design
Machinery, see also Machine design

102. Kirby. Text book of entomology. 595 K58 *Insects*
Entomology, see Insects
Animals, see also Insects
Zoölogy, see also Insects

103. Kitson. Money question. 332 K62 *Money*
Currency, see Money
Specie, see Money

104. Knecht and others. Manual of dyeing. 667 K68 *Dyes & dyeing*
Dyeing, see Dyes & dyeing
Dyestuffs, see Dyes & dyeing

105. Konta. History of French literature. 840 K82 *French literature*

106. Layard. Nineveh and its remains. 913.35 L43 (1) *Nineveh. Antiquities* (2) *Archæology*
Antiquities, see Archæology

107. Maver. Wireless telegraphy and telephony. 654 M46 (1) *Wireless Telegraphy* (2) *Telephone, Wireless*
Marconigrams, see Wireless telegraphy
Space telegraphy, see Wireless telegraphy
Telegraph, Wireless, see Wireless telegraphy
Wireless telephony, see Telephone, Wireless
Telephony, see Telephone

108. May. Mushroom culture. 589 M46 *Mushrooms*

109. Mead. Horsemanship for women. 798 M47 *Horsemanship*
Equestrianism, see Horsemanship
Riding, see Horsemanship
Horse, see also Horsemanship
Driving, see also Horsemanship

110. Mew. Japanese porcelain 738 M61 (1) *Pottery* (2) *Japan. Pottery*
Porcelain, see Pottery
Earthenware, see Pottery
Crockery, see Pottery
Chinaware, see Pottery
China (porcelain), see Pottery
Keramics, see Pottery
Ceramics, see Pottery

111. Miller. The Voice; its production, care and preservation. 784.9 M64 *Voice*
Vocal organs, see Voice

112. Miltoun. Castles and chateaux of old Burgundy. 914.4 M66 (1) *Castles* (2) *Burgundy*
Chateaux, see Castles

113. Mitton. Book of the railway. 656 M68 *Railroads*
Railways, see Railroads

114. Monachesi. Manual for china painters. 751 M73 *China painting*
Painting, see also China painting
Pottery, see also China painting

115. Morley. Strength of materials. 620.1 M86 *Strength of materials*
Materials, Strength of, see Strength of materials
Building materials, see also Strength of materials
Engineering, see also Strength of materials

116. Morrice. Welsh literature. 891.6 M87 *Welsh literature*

Cymric literature, see Welsh literature
Kymric literature, see Welsh literature

117. Morris. Dogs and their doings. 636 M87 *Dogs*
Dog, see Dogs
Domestic animals, see also Dogs

118. Morton. Etiquette; good manners for all people. 395 M88 *Etiquet*
Behavior, see Etiquet
Manners, see Etiquet
Politeness, see Etiquet
Society, see also Etiquet
Manners & customs, see also Etiquet

119. Murray. Introduction to psychology. 150 M98 *Psychology*
Mind, see Psychology
Mental philosophy, see Psychology
Mental science, see Psychology
Human faculties, see Psychology

120. Nagel. Producer gas fired furnace. 697 N14 (1) *Gas* (2) *Furnaces*
Producer gas, see Gas

121. Osborne. Vegetable proteins. 581 O81 *Proteins*
Proteids, see Proteins
Food, see also Proteins

122. Parsons. Business administration. 658 P26 *Business*

123. Paton. Colour etching. 767 P31 *Etching*
Engraving, see also Etching

124. Peckham. Solid bitumens...with a treatise on the chemical technology of bituminous pavements. 668 P36 (1) *Asphalt* (2) *Pavements*
Bitumen, see Asphalt
Paving, see Pavements

125. Petrie. Arts and crafts of ancient Egypt. 709 P49 (1) *Arts & crafts* (2) *Egypt, Ancient. Arts & crafts*
Crafts, see Arts & crafts
Art, Decorative, see Arts & crafts
Art, see also Arts & crafts

126. Phelps. Selected articles on the initiative and referendum. 353 P53 *Referendum*
Direct legislation, see Referendum
Initiative, see Referendum
Legislation, Direct, see Referendum

127. Rimmel. Book of perfumes. 391 R57 *Perfumery*
Perfumes, see Perfumery
Scent, see Perfumery

128. Romanes. Animal intelligence. 591.5 R75 *Animal intelligence*
Animal psychology, see Animal intelligence
Intelligence of animals, see Animal intelligence
Animals. Habits & behavior, see also Animal intelligence

129. Roosevelt. Rough riders. 973.8 R78 *Rough riders*
U. S. History. War with Spain, see also Rough riders

130. Ruer. Elements of metallography. 546 R92 *Metallography*
Metals, see also Metallography

131. Say. Treatise on political economy. 330 S27 *Economics*
Political economy, see Economics

132. Schinz. Anti-pragmatism; an examination into the respective rights of intellectual aristocracy and social democracy. 140 S33 *Pragmatism*
Philosophy, see also Pragmatism
Philosophy, Modern, see also Pragmatism

133. Seligman. Shifting and incidence of taxation. 336 S46 *Taxation*
Assessment, see Taxation
Revenue, see Taxation
Economics, see also Taxation

134. Simson. History of the gypsies. 397 S61 *Gipsies*
Gypsies, see Gipsies

135. Skarstrom. Gymnastic kinesiology; a manual of the mechanism of gymnastic movements. 613.7 S626 (1) *Gymnastics* (2) *Physical education*
Calisthenics, see Gymnastics; Physical education
Physical culture, see Physical education
Physical training, see Physical education

136. Smith and Welden. Crustacea. 595 S64 *Crustacea*
Marine zoölogy, see also Crustacea

137. Sothern. Marine steam turbine. 621.1 S71 (1) *Steam turbines* (2) *Marine engines*
Marine engineering, see also Steam turbines; Marine engines

138. Taussig. Capital and labor. 331 T22 *Labor & capital*
Capital & labor, see Labor & capital
Capital, see also Labor & capital
Labor & laboring classes, see also Labor & capital
Economics, see also Labor & capital

139. Thomas. Anthology of German literature. 831.08 T45 *German literature*

140. Thompson. Mental traits of sex. 136 T47 *Sex*
Man, see also Sex
Woman, see also Sex

141. Townsend and others. New history of Methodism. 287 T75 *Methodism*
Methodist Episcopal church, see also Methodism

142. U. S. Staff corps, General. Drill regulations for cavalry, U. S. army. 357 U58 *Cavalry drill & tactics*
Cavalry, see also Cavalry drill & tactics
Drill (military), see also Cavalry drill & tactics
Military art & science, see also Cavalry drill & tactics

143. Waring. Street cleaning. 628 W27 *Street cleaning*
Cleaning, see also Street cleaning
Hygiene, Public, see also Street cleaning
Streets, see also Street cleaning

144. Washington. Story of the negro; the rise of the race from slavery. 326 W31 *Negroes*
Colored people, see Negroes
Freedmen, see also Negroes
Slavery, see also Negroes

145. Weaver. English lead work; its art and history. 739 W36 *Lead*
Metals, see also Lead

146. Willson. Seminoles of Florida. 970.3 W74 (1) *Seminole Indians* (2) *Florida. Indians*
Indians of America, see also Seminole Indians

147. Wines. Punishment and reformation; a study of the penitentiary system. 364 W76 (1) *Prisons* (2) *Punishment* (3) *Reform*
Dungeons, see Prisons
Gaols, see Prisons
Imprisonment, see Prisons
Jails, see Prisons
Penal institutions, see Prisons
Penitentiaries, see Prisons
Crime & criminals, see also Prisons

148. Woodberry. Inspiration of poetry. 808.1 W88 *Poetry*

149. Woodsend. Practical wood carving. 736 W89 *Wood carving*
Woodwork, see also Wood carving
Carving (art industries), see also Wood carving

150. Worcester and McComb. Christian religion as a healing power; a defense and exposition of the Emmanuel movement. 130 W91 *Emmanuel movement*
Church & healing, see Emmanuel movement
Faith cure, see also Emmanuel movement
Mental healing, see also Emmanuel movement
Mind & body, see also Emmanuel movement

Having now made our Main cards for simple and single personal authors with their Title, Subject and Cross reference cards, we shall take up in succession the various other forms of main cards for

(1) Pseudonymous authors.
(2) Anonymous books and books written under the author's *Initials* only.
(3) Joint authors.
(4) Periodicals.
(5) Cyclopedias and Dictionaries.
(6) Almanacs, Year-books and Directories.
(7) Anonymous classics and Sacred books.
(8) Corporate entries.

and following them, the remaining *added* entries such as:

(a) Editors, translators, compilers, commentators, illustrators.
(b) Analytics.
(c) Series.
(d) Partial or changed titles.
(e) Subject entry for Individual biography.
(f) Entries for Added editions, Supplements and continuations, Keys and Indexes.
(g) Entries for Revisions or Abridgments, Epitomes, Adaptations, Extracts or Collections, for a Criticism or Bibliography, for Concordances, Music, Doubtful or Attributed authors, etc.

CHAPTER VII

PSEUDONYMS AND INITIALS

For books written under a nom-de-plume or assumed name it is usually suggested that the main entry be made under the best known form of the name, whether real or pseudonymous, with a cross reference from the name not used. As there is certain to be a great divergence of opinion on the part of various librarians and the public in different localities, I recommend, whenever there is the slightest doubt as to which is the better known form that the main entry be made under the real name if it is known (with a cross reference from the pseudonym) as the real name will probably tend to become in time more familiar both to the librarian and her public. If, however, you have once entered a book under the pseudonymous form, do not change the entry, even though the author's later works appear with his real name on the title page. Simply add the real name to the main card already in the catalog in this wise: Merriman, Henry Seton, (pseud. of H.S.Scott), making a cross reference card from Scott to Merriman.

Never abbreviate a pseudonymous name on any card. (This does not mean that certain portions may not be omitted altogether.)

Treat a pen name which is part of the author's real name exactly like a pseudonymous name; e.g., Hawkins, A.H. (Anthony Hope, pseud.)

Make title cards for all books published pseudonymously whether they have distinctive or striking titles or not, except in the case of individual biographies or other books whose titles begin with a personal name, in which case the subject card or other added entry under the personal name will be sufficient.

If the real name of a pseudonymous writer is unknown make the main entry under his assumed name, unabbreviated in any way, adding, one centimeter after it on all cards, the abbreviation "pseud."; e.g., begin at the author indention on the author card, as you would for a simple author entry and at the title indention on title and subject cards. For very brief cataloging the surname only of the pseudonymous name need be given on all cards except the author card; e.g.,

331
C28 **Carleton, William,** pseud.
One way out; a middle-class New-Englander emigrates to America. 1911.

331
C28 ***Cost of living.***

Carleton.
One way out; a middle-class New-Englander emigrates to America. 1911.

331 One way out. 1911.
C28 **Carleton.**

914.7 **Vasili, Paul, comte,** *pseud.*
V33 Behind the veil at the Russian court. 1913.

914.7 ***Russia. Court life & courtiers.***
V33

Vasili.
Behind the veil at the Russian court. 1913.

914.7 Behind the veil at the Russian court. 1913.
V33 **Vasili.**

396 **Mozans, H. J.** pseud.
M93 Woman in science; with an introductory chapter on woman's long struggle for things of the mind. 1913.

396 Woman in science. 1913.
M93 **Mozans.**

396 ***Science.***
M93

Mozans.
Woman in science. 1913.

396 ***Woman. Occupations.***
M93

Mozans.
Woman in science. 1913.

Subhead "Occupations" not needed for very small libraries.

If you decide to make the main entry under the real name, begin your author entry on the main card as usual at the author indention with the author's real name, followed (in curves) one centimeter space thereafter, by his pseudonymous name in full and *not* inverted, and directly after that the abbreviation "pseud." preceded by a period or comma; e.g., Warner, Susan, (Elizabeth Wetherell, pseud.) Dodgson, C. L. (Lewis Carroll, pseud.) (See also " List of well-known pseudonyms" on page 77.) On title and subject cards repeat the author entry as it appears on the main card, except that the surname only of the real name need be given and the pseudonymous name omitted if desired. The pseudonymous name, if given, should follow the real name in curves on all cards except, as I have stated above, on the cross reference card. On this card, as on all cross reference cards, begin at the title indention with the pseudonymous name, inverted, followed by the phrase "pseud. see" and refer on the line below, beginning at the author indention, to the real name of the author exactly as it appears on the main card; e.g.,

Clemens, S. L. (Mark Twain, pesud.)
Prince and the pauper. c1881–1909.

Prince and the pauper. c1881–1909.
Clemens. (Mark Twain, pseud.)

or, preferably for a small library:

Prince and the pauper. c1881–1909.
Clemens.

Mark Twain, pseud. see
Clemens, S. L.

Twain, Mark, pseud. see
Clemens, S. L.

Dodgson, C. L. (Lewis Carroll, pseud.)
Alice's adventures in Wonderland. 1909.

Alice's adventures in Wonderland. 1909.
Dodgson.

Carroll, Lewis, pseud. see
Dodgson, C. L.

Hannay, Rev. J. O. (George A. Birmingham, pseud.)
General John Regan. c1913.

General John Regan. c1913.
Hannay.

Birmingham, George A. pseud. see
Hannay, Rev. J. O.

817 **Bailey, J. M.** (Danbury News man, pseud.)
B15 Danbury boom. c1880.

817 Danbury boom. c1880.
B15 **Bailey.**

Danbury News man, pseud. see
Bailey, J. M.

817 ***Satire & humor.***
B15
Bailey.
Danbury boom. c1880.

Humor, see
Satire & humor

Wit & humor, see
Satire & humor

817 **Holley, Marietta,** (Josiah Allen's wife, pseud.)
H73 My wayward pardner. 1895c90.

817 My wayward pardner. 1895.
H73 **Holley.**

Josiah Allen's wife, pseud. see
Holley, Marietta.

King, W. B. (Basil King, pseud.)
In the garden of Charity. c1903.

In the garden of Charity. c1903.
King.

King, Basil, pseud. see
King, W. B.

If you decide to make the main entry under the pseudonymous form of name, begin your author entry on the main card at the author indention with the pseudonymous name inverted, followed one centimeter after by "pseud. of" and the author's real name *not* inverted in curves and given with secondary fullness; e.g., Eliot, George, (pseud. of Mrs. M. A. (E.) L. Cross). Loti, Pierre, (pseud. of L. M. J. Viaud).

On title and subject cards repeat the author entry exactly as it appears on the main card, except for *very brief* cataloging, when the surname only of the pseudonymous name need be given.

Make a cross reference card from the real name to the pseudonymous form, and include the word "pseud."

George Eliot and George Sand should always be treated as belonging to this class. They will *never* become better known by their real names; e.g.,

821 **Eliot, George,** (pseud. of Mrs. M. A. (E.) L. Cross).
E42 Spanish gypsy. pref. 1868.

821 Spanish gypsy. pref. 1868.
E42 **Eliot, George,** (pseud. of Mrs. M. A. (E.) L. Cross).

or,

821 Spanish gypsy. pref. 1868.
E42 **Eliot.**

Cross, Mrs. M. A. (E.) L. see
Eliot, George, pseud.

Maartens, Maarten, (pseud. of J. M. W. van der P. Schwartz).
Harmen Pols. 1910.

Harmen Pols. 1910.
Maartens.

Schwartz, J. M. W. van der P. see
Maartens, Maarten, pseud.

When an author has written a certain book under a special pseudonym or several books under different pseudonyms, without using any as a regular pen name, make your main entry *always* under the real name, and incorporate the pseudonymous name, not in the heading, but in the title of the particular book for which he used it, on the main card only; e.g., Irving, Washington. History of New York by Diedrich Knickerbocker. Make your cross reference card as usual from the pseudonym to the real name; e.g.,

Sharp, William.
Green fire, by Fiona Macleod. 1896.

Green fire. 1896.
Sharp.

Macleod, Fiona, pseud. see
Sharp, William.

818 **Irving, Washington.**
172 History of New York, by Diedrich Knickerbocker. n.d.

818 History of New York. n.d.
172 **Irving.**

818 ***Satire & humor (American).***
172

Irving.
History of New York. n.d.

The subhead "American" may be omitted.

818 ***New York (City). History (in satire &***
172 ***humor).***

Irving.
History of New York. n.d.

Knickerbocker, Diedrich, pseud. see
Irving, Washington.

An author who has written but one book and that under a pseudonym does not come under the above head.

The title, edition, imprint, series note, notes and contents, etc., appear on the main and secondary cards for pseudonymous authors as they do on cards with simple author entries.

It would save time for a very small library, instead of writing out the entry in full on the main card each time, to give only the name under which you have decided to enter an author's works, whether real or pseudonymous, omitting the additional form of name. In such case make one card giving full information and file it at the beginning of that author's cards. This would mean giving the information once instead of perhaps ten or twenty times.

LIST OF WELL-KNOWN PSEUDONYMS ARRANGED ALPHABETICALLY UNDER THE REAL NAME.

Adams, W. T. (Oliver Optic, pseud.)
Alden, Mrs. Isabella (MacDonald), (Pansy, pseud.)
Bailey, J. M. (Danbury News man, pseud.)
Barham, Rev. R. H. D. (Thomas Ingoldsby, Esquire, pseud.)
Baxter, Mrs. L. E. (B.) (Leader Scott, pseud.)

Bayly, A. E. (Edna Lyall, pseud.)
Bell, Mrs. N. R. E. (M.) (N. D'Anvers, pseud.)
Beyle, M. H. (De Stendhal, pseud.)
Blanc, Mme. M. T. (de S.) (Th. Bentzon, pseud.)
Blouët, Paul, (Max O'Rell, pseud.)
Boulger, Mrs. Theodora (Havers), (Theo. Gift, pseud.)
Bradley, Rev. Edward, (Cuthbert Bede, pseud.)
Brontë, Anne, (Acton Bell, pseud.)
Brontë, Charlotte, (afterwards Mrs. Nicholls), (Currer Bell, pseud.)
Brontë, Emily, (Ellis Bell, pseud.)
Browne, C. F. (Artemus Ward, pseud.)
Browne, T. A. (Rolf Boldrewood, pseud.)
Bürstenbinder, Elisabeth, (E. Werner, pseud.)
Clark, C. H. (Max Adeler, pseud.)
Clemens, S. L. (Mark Twain, pseud.)
Craigie, Mrs. P. M. T. (R.) (John Oliver Hobbes, pseud.)
Cross, Mrs. M. A. (E.) L. (George Eliot, pseud.)
Dickens, Charles, (Boz, pseud.) for Sketches, by Boz.
Dodgson, C. L. (Lewis Carroll, pseud.)
Dudevant, Mme. A. L. A. (D.) (George Sand, pseud.)
Dunkerley, W. A. (John Oxenham, pseud.)
Durand, Mme. A. M. C. H. (F.) (Henry Gréville, pseud.)
Elisabeth (Pauline Ottilie Luise), queen of Rumania, (Carmen Sylva, pseud.)
Fargus, F. J. (Hugh Conway, pseud.)
Finley, Martha, (Màrtha Farquharson, pseud.)
Fletcher, J. C. (George Fleming, pseud.)
Frankau, Mrs. Julia, (Frank Danby, pseud.)
French, Alice, (Octave Thanet, pseud.)
Goodrich, S. G. (Peter Parley, pseud.)
Gordon, Rev. C. W. (Ralph Connor, pseud.)
Guthrie, T. A. (F. Anstey, pseud.)
Hannay, Rev. J. O. (George A. Birmingham, pseud.)
Harland, Henry, (Sidney Luska, pseud.)
Harris, J. C. (Uncle Remus, pseud.)
Harrison, Mrs. M. St. L. (K.) (Lucas Malet, pseud.)
Hawker, M. E. (Lanoe Falconer, pseud.)
Hawkins, A. H. (Anthony Hope, pseud.)
Hector, Mrs. Annie (French), (Mrs. Alexander, pseud.)
Holley, Marietta, (Josiah Allen's wife, pseud.)
Hungerford, Mrs. M. W. (H.) A. (The Duchess, pseud.)
Irving, Washington, (Diedrich Knickerbocker, pseud.) for History of New York, by Diedrich Knickerbocker.

(Geoffrey Crayon, gent. pseud.) for Sketch book.
(Fray Antonio Agapida, pseud.) for Conquest of Granada.
James, Mrs. F. A. (P.) (Florence Warden, pseud.)
John, H. F. C. E. (E. Marlitt, pseud.)
Kaler, J. O. (James Otis, pseud.)
Keats, Gwendoline, (Zack, pseud.)
Keddie, Henrietta, (Sarah Tytler, pseud.)
King, W. B. (Basil King, pseud.)
Korzeniowski, J. C. (Joseph Conrad, pseud.)
Kravchinski, S. M. (Stepniak, pseud.)
Lancaster, W. J. C. (Harry Collingwood, pseud.)
La Ramé, Louise de, (Ouida, pseud.)
Leland, C. G. (Hans Breitmann, pseud.)
Leroy, A. C. (Esmé Stuart, pseud.)
Lewis, A. J. (Professor Louis Hoffmann, pseud.)
Lothrop, Mrs. H. M. (S.) (Margaret Sidney, pseud.)
Lytton, E. R. Bulwer-, 1st baron Lytton, (Owen Meredith, pseud.)
Macfall, Mrs. Haldane, (Sarah Grand, pseud.)
Mansfield, M. F. (Francis Miltoun, pseud.)
Mayo, Mrs. Isabella (Fyvie), (Edward and Ruth Garrett, pseud.)
Mitchell, D. G. (Ik Marvel, pseud.)
Moncrieff, R. H. (Ascott R. Hope, pseud.)
Murfree, M. N. (Charles Egbert Craddock, pseud.)
Paget, Violet, (Vernon Lee, pseud.)
Porter, Sydney, (O. Henry, pseud.)
Rapagnetto, Gaetano, (Gabriele d'Annunzio, pseud.)
Robins, Elizabeth, (C. E. Raimond, pseud.)
Schreiner, Olive, (afterwards Mrs. Cronwright), (Ralph Iron, pseud.)
Schwartz, J. M. W. van der P. (Maarten Maartens, pseud.)
Scott, H. S. (Henry Seton Merriman, pseud.)
Sharp, William, (Fiona Macleod, pseud.)
Stannard, Mrs. H. E. V. (P.) (John Strange Winter, pseud.)
Terhune, Mrs. M. V. (H.) (Marion Harland, pseud.)
Thomson, Mrs. Katherine (Byerley) and Thomson, J. C. (Grace and Philip Wharton, pseud.)
Tonna, Mrs. C. E. (B.) P. (Charlotte Elizabeth, pseud.)
Tuttiett, M. G. (Maxwell Gray, pseud.)
Vaughan, Owen, (Owen Rhoscomyl, pseud.)
Viaud, L. M. J. (Pierre, Loti, pseud.)
Walsh, J. H. (Stonehenge, pseud.)
Warner, Susan, (Elizabeth Wetherell, pseud.)

Watson, John, D.D. (Ian Maclaren, pseud.)
Wilson, John, (Christopher North, pseud.)
Woolsey, S. C. (Susan Coolidge, pseud.)

THE FOREGOING LIST ARRANGED ALPHABETICALLY UNDER THE PSEUDONYMOUS NAME

Adeler, Max, pseud. for C. H. Clark
Agapida, Fray Antonio, pseud. for Washington Irving
Alexander, Mrs. pseud. for Mrs. Annie (French) Hector
Annunzio, Gabriele d', pseud. for Gaetano Rapagnetto
Anstey, F. pseud. for T. A. Guthrie
Bede, Cuthbert, pseud. for Rev. Edward Bradley
Bell, Acton, pseud. for Anne Brontë
Bell, Currer, pseud. for Charlotte Brontë (afterwards Mrs. Nicholls)
Bell, Ellis, pseud. for Emily Brontë
Bentzon, Th. pseud. for Mme. M. T. (de S.) Blanc
Birmingham, George A. pseud. for Rev. J. O. Hannay
Boldrewood, Rolf, pseud. for T. A. Browne
Boz, pseud. for Charles Dickens
Breitmann, Hans, pseud. for C. G. Leland
Carroll, Lewis, pseud. for C. L. Dodgson
Charlotte Elizabeth, pseud. for Mrs. C. E. (B.) P. Tonna
Collingwood, Harry, pseud. for W. J. C. Lancaster
Connor, Ralph, pseud. for Rev. C. W. Gordon
Conrad, Joseph, pseud. for J. C. Korzeniowski
Conway, Hugh, pseud. for F. J. Fargus
Coolidge, Susan, pseud. for S. C. Woolsey
Craddock, Charles Egbert, pseud. for M. N. Murfree
Crayon, Geoffrey, gent. pseud. for Washington Irving
Danbury News man, pseud. for J. M. Bailey
Danby, Frank, pseud. for Mrs. Julia Frankau
D'Anvers, N. pseud. for Mrs. N. R. E. (M.) Bell
De Stendhal, pseud. for M. H. Beyle
Duchess, The, pseud. for Mrs. M. W. (H.) A. Hungerford
Eliot, George, pseud. for Mrs. M. A. (E.) L. Cross
Falconer, Lanoe, pseud. for M. E. Hawker
Farquharson, Martha, pseud. for Martha Finley
Fleming, George, pseud. for J. C. Fletcher
Garrett, Edward and Ruth, pseud. for Mrs. Isabella (Fyvie) Mayo
Gift, Theo. pseud. for Mrs. Theodora (Havers) Boulger
Grand, Sarah, pseud. for Mrs. Haldane Macfall

Gray, Maxwell, pseud. for M. G. Tuttiett
Gréville, Henry, pseud. for Mme. A. M. C. H. (F.) Durand
Harland, Marion, pseud. for Mrs. M. V. (H.) Terhune
Henry, O. pseud. for Sydney Porter
Hobbes, John Oliver, pseud. for Mrs. P. M. T. (R.) Craigie
Hoffmann, Professor Louis, pseud. for A. J. Lewis
Hope, Anthony, pseud. for A. H. Hawkins
Hope, Ascott R. pseud. for R. H. Moncrieff
Ingoldsby, Thomas, Esquire, pseud. for Rev. R. H. D. Barham
Iron, Ralph, pseud. for Olive Schreiner (afterwards Mrs. Cronwright)
Josiah Allen's wife, pseud. for Marietta Holley
King, Basil, pseud. for W. B. King
Knickerbocker, Diedrich, pseud. for Washington Irving
Lee, Vernon, pseud. for Violet Paget
Loti, Pierre, pseud. for L. M. J. Viaud
Luska, Sidney, pseud. for Henry Harland
Lyall, Edna, pseud. for A. E. Bayly
Maartens, Maarten, pseud. for J. M. W. van der P. Schwartz
Maclaren, Ian, pseud. for John Watson, D.D.
Macleod, Fiona, pseud. for William Sharp
Malet, Lucas, pseud. for Mrs. M. St. L. (K.) Harrison
Marlitt, E. pseud. for H. F. C. E. John
Marvel, Ik, pseud. for D. G. Mitchell
Meredith, Owen, pseud. for E. R. Bulwer-Lytton, 1st baron Lytton
Merriman, Henry Seton, pseud. for H. S. Scott
Miltoun, Francis, pseud. for M. F. Mansfield
North, Christopher, pseud. for John Wilson
Optic, Oliver, pseud. for W. T. Adams
O'Rell, Max, pseud. for Paul Blouët
Otis, James, pseud. for J. O. Kaler
Ouida, pseud. for Louise de La Ramé
Oxenham, John, pseud. for W. A. Dunkerley
Pansy, pseud. for Mrs. Isabella (MacDonald) Alden
Parley, Peter, pseud. for S. G. Goodrich
Raimond, C. E. pseud. for Elizabeth Robins
Remus, Uncle, pseud. for J. C. Harris
Rhoscomyl, Owen, pseud. for Owen Vaughan
Sand, George, pseud. for Mme. A. L. A. (D.) Dudevant
Scott, Leader, pseud. for Mrs. L. E. (B.) Baxter
Sidney, Margaret, pseud. for Mrs. H. M. (S.) Lothrop

Stepniak, pseud. for S. M. Kravchinski
Stonehenge, pseud. for J. H. Walsh
Stuart, Esmé, pseud. for A. C. Leroy
Sylva, Carmen, pseud. for Elisabeth (Pauline Ottilie Luise), queen of Rumania
Thanet, Octave, pseud. for Alice French
Twain, Mark, pseud. for S. L. Clemens
Tytler, Sarah, pseud. for Henrietta Keddie
Ward, Artemus, pseud. for C. F. Browne
Warden, Florence, pseud. for Mrs. F. A. (P.) James
Werner, E. pseud. for Elisabeth Bürstenbinder
Wetherell, Elizabeth, pseud. for Susan Warner
Wharton, Grace and Philip, pseud. for Mrs. Katherine (Byerley) Thomson and J. C. Thomson
Winter, John Strange, pseud. for Mrs. H. E. V. (P.) Stannard
Zack, pseud. for Gwendoline Keats

Initials

If an author has written under initials and his name is not known, make the main entry under his initials, inverting them and giving the last initial first; e.g., S., B. C. Repeat this entry on all added entry cards, all cards, that is, not the main card. Make a cross reference card referring from the initials in the order in which they appear on the title page; e. g., B. C. S. *see* S., B. C.

If a book is published under initials but the author's name is known, make the main entry under the author's name in the usual way, and one centimeter space thereafter give the initials, in curves, and not inverted; e. g., Tucker, C. M. (A. L. O. E.)

On title, subject and other added entry cards, the surname only of the author's real name need be given.

Make two cross reference cards to the author's name,

(a) From the initials as they appear on the title page; e.g., A. L. O. E. *see* Tucker, C. M.
(b) From the initials in inverted order, the last initial as it appears on the title page to be given first; e.g., E., A. L. O. *see* Tucker, C. M.

271	A., F. S.
A11	English monasteries from Saxon days to their dissolution. 1904.

271
A11
English monasteries from Saxon days to their dissolution. 1904.
A., F. S.

271
A11
England. History, Religious.
A., F. S.
English monasteries from Saxon days to their dissolution. 1904.

271
A11
Monasteries & monasticism.
A., F. S.
English monasteries from Saxon days to their dissolution. 1904.

Monasticism, see
Monasteries & monasticism

F. S. A. see
A., F. S.

818
A65
Appleton, T. G. (T. G. A.)
Sheaf of papers. 1875.

818
A65
Sheaf of papers. 1875.
Appleton.

T. G. A. see
Appleton, T. G.

A., T. G. see
Appleton, T. G.

795
P49 **Pettes, G. W.** (G. W. P.)
Whist in diagrams; a supplement to American whist illustrated. 1891.

795 ***Whist.***
P49

Pettes.
Whist in diagrams; a supplement to American whist illustrated. 1891.

G. W. P. see
Pettes, G. W.

P., G. W. see
Pettes, G. W.

828
B47 **Benson, A. C.** (B. T.)
Upton letters. 1905.

828 Upton letters. 1905.
B47 **Benson.**

828 ***Essays & miscellany (English).***
B47

Benson.
Upton letters. 1905.

B. T. see
Benson, A. C.

T., B. see
Benson, A. C.

CHAPTER VIII

ANONYMOUS BOOKS

A book is considered anonymous if the author's name does not appear in the book itself.

Enter such books under the name of the author when known, under initials if these are given on the title page, according to the directions above, otherwise under the first word of the title not an article.

Make added entries for the titles of all anonymous books whose authors are known, whether they have distinctive or striking titles or not, even though title cards would not ordinarily be made for those books. When the work relates to a particular person or place make added entry also under the name of the person or place, usually a subject card.

If the author's name is not known and there are no initials, the main entry, under the first word of the title not an article, is begun on the second line of the card at the second or title indention, the top line being left blank for the author entry should the author's name ever become known. The edition, imprint and collation, etc., are given on this card as on other main cards.

No added title card is required for an anonymous book while its author is unknown, as the main card answers the purpose of a title card also.

Compilations or collections without an editor or compiler may be treated like anonymous books. Sometimes it is considered desirable to treat them as such even when there is an editor (see sample card). For fuller particulars concerning such see ANALYTICS.

621.8
S77 Spur and bevel gearing; a treatise on the principles, dimensions, calculation, design and strength of spur and bevel gearing, together with chapters on special tooth forms and methods of cutting gear teeth. 1914.

621.8
S77

Machinery.

Spur and bevel gearing; a treatise on the principles, dimensions, calculation, design and strength of spur and bevel gearing, together with chapters on special tooth forms and methods of cutting gear teeth. 1914.

621.8
S77

Gearing.

Spur and bevel gearing; a treatise on the principles, dimensions, calculation, design and strength of spur and bevel gearing, together with chapters on special tooth forms and methods of cutting gear teeth. 1914.

Bevel gearing, see Gearing

355
G37

German army from within, by a British officer who has served in it. c1914.

355
G37

Germany. Army & navy.

German army from within, by a British officer who has served in it. c1914.

355
G37

Military art & science.

German army from within, by a British officer who has served in it. c1914.

Autobiography of an ex-colored man. 1912.

Ex-colored man, see
Autobiography of an ex-colored man.

Race problem (in fiction).

Autobiography of an ex-colored man. 1912.

Negro (in fiction).

Autobiography of an ex-colored man. 1912.

917.7
L72 Life and scenery in Missouri; reminiscences of a missionary priest. 1890.

917.7 ***Missouri. Description & travel.***
L72

Life and scenery in Missouri; reminiscences of a missionary priest. 1890.

917.7 ***Catholic church.***
L72

Life and scenery in Missouri; reminiscences of a missionary priest. 1890.

7 ***Missouri. History.***

Life and scenery in Missouri; reminiscences of a missionary priest. 1890.

Favourite nursery rhymes; illus. by John Hassall. 1909?

Rhymes mainly from Mother Goose.

Nursery rhymes.

Favourite nursery rhymes; illus. by John Hassall. 1909?

Rhymes mainly from Mother Goose.

Orations of American orators, including biographical and critical sketches, with a special introduction by Julian Hawthorne. c1900. 2v.

Added title page reads World's great classics.

Currency problem and the present financial situation; a series of addresses delivered at Columbia university, 1907–1908. 1908.

Contents:
Crisis of 1907 in the light of history, by E. R. A. Seligman; Modern bank, by F. A. Vanderlip; Stock exchange and the money market, by

see next card

332 2
C97

T. F. Woodlock; Government currency vs. bank currency, by A. B. Hepburn; Gold movements and the foreign exchanges, by A. Strauss; New York clearing house, by W. A. Nash; Clearing houses and the currency, by J. G. Cannon; American and European banking methods and bank legislation compared, by P. M. Warburg; Modern corporation, by G. W. Perkins.

335
F11

Fabian essays in socialism, by G. B. Shaw, Sidney Webb, William Clarke, Sydney Olivier, Annie Besant, Graham Wallas and Hubert Bland; ed. by G. B. Shaw. 1909.

Contents:
Fabian society and its work, by William Clarke; Basis of socialism: Economic, by G. B. Shaw,

see next card

335 2
F11

Historic, by Sidney Webb, Industrial, by William Clarke, Moral, by Sydney Olivier; Organization of society: Property under socialism, by Graham Wallas, Industry under socialism, by Annie Besant; Transition to social democracy: Transition, by G. B. Shaw, The outlook, by Hubert Bland; Index.

or this book may be entered under Shaw as editor. (see card below)

335
S53

Shaw, G. B. ed.

Fabian essays in socialism, by G. B. Shaw, Sidney Webb, William Clarke, Sydney Olivier, Annie Besant, Graham Wallas and Hubert Bland. 1909.

Contents:
Fabian society and its work, by William Clarke; Basis of socialism: Economic, by G. B. Shaw, etc.

CHAPTER IX

JOINT AUTHORS

For a book written conjointly by two authors (including writers of a correspondence or participants in a debate), make the main entry under the name of the first one mentioned on the title page, inverted, followed by the name of the second author, also inverted, preceded by the conjunction 'and'; give both authors with secondary fullness; e.g.,

Allen, T. G. and Sachtleben, W. L.

Make an added entry under the second author or, *preferably*, a cross reference from his name to the main entry in full. The added entry under the second author I do not recommend where authors have collaborated in more than one work.

Give the second author the first place on the card, beginning at the author indention, followed by the main author inverted and preceded by the word 'and.' On this card give a brief title only with the imprint as it is on the main card, but omit contents, notes, tracing; e.g.,

Sachtleben, W. L. and Allen, T. G.
Across Asia on a bicycle. c1895.

When making a cross reference card for joint author begin the second author at the title indention on the top line, followed one centimeter space thereafter by the phrase 'joint author', and a comma. One centimeter after that write the word 'see' and on a new line, beginning out at the author indention, the main entry in full; e.g.,

Sachtleben, W. L. joint author, see
Allen, T. G. and Sachtleben, W. L.

For a book written conjointly by *three* authors, make the main entry under the first one mentioned on the title page as usual, followed by the other two, both inverted, all given with secondary fullness. Place a comma after the last forename or title of the first mentioned author and the conjunction 'and' after the second; e.g.,

Cooper, O. H., Estill, H. F. and Lemmon, Leonard.

An added entry or cross reference should be made for the second and third authors according to the directions given for books written conjointly by two authors; e.g., if added entries are preferred they should read as follows:

(a) Estill, H. F., Cooper, O. H. and Lemmon, Leonard.
History of the United States. 1899.
(b) Lemmon, Leonard, Cooper, O. H. and Estill, H. F.
History of the United States. 1899.

If cross references are made instead they should take the following form:

(a) Estill, H. F. joint author, see
Cooper, O. H., Estill, H. F. and Lemmon, Leonard.
(b) Lemmon, Leonard, joint author, see
Cooper, O. H., Estill, H. F. and Lemmon, Leonard.

On all added author cards for joint authors the main author is second; that is, it follows the one for whom the card is made.

For books written conjointly by more than three authors (or, if desired, for more than *two*), make the main entry under the first one mentioned on the title page as usual, and one centimeter thereafter add the phrase 'and others.' Use a comma after the author's forename or title or a period after his initial; e.g.,

Smith, W. H. and others.
Riggs, Mrs. K. D. (S.) W. and others.

In this case the names of the additional authors which do not appear in the heading, may, if it is thought especially desirable, be included in the title, without inversion and with secondary fullness, or in briefer form if so given on the title page, or they may be given in a note or contents. The advisability of this must be determined in each case by the number of the authors and their importance. If the authors are too numerous to be included in the title, give only the name of the first not mentioned in the heading, or the name of the first and a selection of the best known or most important of the others, adding in brackets the phrase [and others]. If unimportant omit all mention of them.

An added entry or reference *may* be made for each additional author, but, unless a library wishes to keep a complete record of all its material under all authors, it is important or desirable only in exceptional cases. This may happen if for instance the additional author is of special importance from either the general or the local standpoint, or if for some other reason he is likely to be looked for. If added entries are made, each should consist of the name of the additional author being treated, followed by the main entry, while the other authors' names appear in the title as on the main card; e.g.,

Brown, J. E., Smith, W. H. and others.
White, Benjamin, Smith, W. H. and others.
Cross, J. C., Smith, W. H. and others.

If cross references are made instead, they should read as follows:

Brown, J. E. joint author, see
Smith, W. H. and others.

White, Benjamin, joint author, see
Smith, W. H. and others.

Cross, J. C. joint author, see
Smith, W. H. and others.

If only two or three authors are mentioned on the title page but the book is written conjointly by more than three, treat them as you would books written conjointly by two or three authors respectively except that the phrase 'and others' should be added after the names; e.g.,

Green, Samuel, Miller, Thomas, and others.

Jones, F. J., Simpson, Peter, Thompson, J. S. and others.

Added entries or cross references for the additional authors should be made according to the directions already given.

For joint authorship of corporate bodies (e.g., Societies, Associations or Government departments), make the main entry for the work under the name of the body or author first mentioned on the title page, giving that name only in the heading. Include in the title (without inversion) in a note or in contents the names of additional authors if not more than three. If there are more than three authors follow the directions given for ' 'Books written conjointly by more than three authors." (See cards for the A. L. A. Catalog rules on page 104.)

When *countries* are joint authors it is perhaps better to make a full entry under each country. (See cards for Great Britain. Treaties on page 105.)

If joint authors have the same surname repeat the surname of the second author exactly as though it differed; e.g.,

Terhune, Mrs. M. V. (H.) (Marion Harland, pseud.) and Terhune, A. P.

Lamb, Charles and Lamb, Mary.

Thomson, Mrs. K. (B.) and Thomson, J. C. (Grace and Philip Wharton, pseud.)

Treat joint compilers, editors, or translators when considered as authors exactly like joint authors, except that the designation *comp.*, *ed.*, or *tr.* is added after the names and substituted in the heading on the cross reference cards in place of 'author.'

When alphabetizing cards for joint authors in the catalogue ignore in the arrangement all except the one first mentioned on the card, except when an author has collaborated with more than one author for different books. Then secondary authors must be filed alphabetically.

Do not confound *joint authors* of one work with two or more authors of separate works bound together in one volume. The latter would come under the head of "Analytics." Collections or compilations without an editor may sometimes be treated as joint authors by making the main heading under the author of the first part of the book followed by "and others." I would not advocate this, however, except in rare instances. Treat such books rather as anonymous books with the main entry under the title, and analytical author entries for such authors as you deem worth bringing out.

Besant, Sir Walter and Rice, James.
Seamy side. 1880.

Rice, James, joint author, see
Besant, Sir Walter and Rice, James.

Seamy side. 1880.
Besant and Rice.

Stevenson, R. L. and Osbourne, Lloyd.
Wrong box. 1902 c1899.

Osbourne, Lloyd, joint author, see
Stevenson, R. L. and Osbourne, Lloyd.

Wrong box. 1902.
Stevenson and Osbourne.

B
C286E
Carlyle, Thomas and Emerson, R. W.
Correspondence, 1834–1872. 1888 c83–84. 2v.

B
C286E
Letters.

Carlyle and Emerson.
Correspondence, 1834–1872. 1888 c83–84. 2v.

Emerson, R. W. joint author, see
Carlyle, Thomas and Emerson, R. W.

Correspondence, see Letters

Terhune, Mrs. M. V. (H.) (Marion Harland, pseud.) and Terhune, A. P.
Dr. Dale. 1900.

Dr. Dale. 1900.
Terhune.

Harland, Marion, pseud. see
Terhune, Mrs. M. V. (H.)

Terhune, A. P. joint author, see
Terhune, Mrs. M. V. (H.) (Marion Harland, pseud.) and Terhune, A. P.

817 **Clemens, S. L.** (Mark Twain, pseud.) and Warner,
C62 C. D.
Gilded age. 1883.

Warner, C. D. joint author, see
Clemens, S. L. (Mark Twain, pseud.) and Warner, C. D.

817 Gilded age. 1883.
C62 **Clemens** and Warner.

Twain, Mark, pseud. see
Clemens, S. L.

817 ***Satire & humor (American).***
C62
Clemens and Warner.
Gilded age. 1883.

914.15 **Somerville, E. O.** (Geilles Herring, pseud.) and
S69 Martin, Violet, (Martin Ross, pseud.)
Some Irish yesterdays. 1906.

Martin, Violet, (Martin Ross, pseud.) joint author, see
Somerville, E. O. (Geilles Herring, pseud.) and Martin, Violet, (Martin Ross, pseud.)

Herring, Geilles, pseud. see
Somerville, E. O.

Ross, Martin, pseud. see
Martin, Violet.

914.15 Some Irish yesterdays. 1906.
S69 **Somerville** and Martin.

914.15 ***Ireland. Description & travel.***
S69

Somerville and Martin.
Some Irish yesterdays. 1906.

824 **Rhys, Ernest** and Vaughan, Lloyd, comp.
R47 Century of English essays; an anthology ranging from Caxton to R. L. Stevenson & the writers of our own time. 1914.

824 Century of English essays. 1914.
R47 **Rhys** and Vaughan.

824 ***Essays & miscellany (English).***
R47

Rhys and Vaughan.
Century of English essays; an anthology ranging from Caxton to R. L. Stevenson & the writers of our own time. 1914.

Vaughan, Lloyd, joint comp. see
Rhys, Ernest and Vaughan, Lloyd, comp.

728
A76 **Arnott, J. A.** and Wilson, John, illus.
Petit Trianon, Versailles; illus. by a series of measured drawings and photographs of the entire building, exterior and interior; including a large selection of the furniture, and various details of iron work and brass work, together with a historical account of the palace, and descriptive letterpress. 1908.

Wilson, John. joint illus. see
Arnott, J. A. and Wilson, John, illus.

331
C12 **Cadbury, Edward,** Matheson, M. C. and Shann, George.
Women's work and wages; a phase of life in an industrial city. 1906.

Matheson, M. C. joint author, see
Cadbury, Edward, Matheson, M. C. and Shann, George.

Shann, George, joint author, see
Cadbury, Edward, Matheson, M. C. and Shann, George.

704984

331
C12 ***Women. Economic question.***

Cadbury, Matheson and Shann.
Women's work and wages; a phase of life in an industrial city. 1906.

Subhead not necessary for a small library

331
C12 ***Birmingham (Eng.)***

Cadbury, Matheson and Shann.
Women's work and wages; a phase of life in an industrial city. 1906.

331
C12 Women's work and wages. 1906.
Cadbury, Matheson and Shann.

Woman, see Women

331
C12 ***Wages.***

Cadbury, Matheson and Shann.
Women's work and wages; a phase of life in an industrial city. 1906.

331
C12 ***Labor & laboring classes.***

Cadbury, Matheson and Shann.
Women's work and wages; a phase of life in an industrial city. 1906.

Women. Employment, see Women. Economic question

371.3
A75 **Arnold, S. L.,** Bonney, Mrs. E. C. (W.) and Southworth, E. F.
Picture book teaching; the letters and their sounds, with lessons in word building. c1913. (See and say series, bk. 1.)

371.3
A75 Picture book teaching. c1913.
Arnold, Bonney and Southworth.

371.3
A75 ***Teaching.***

Arnold, Bonney and Southworth.
Picture book teaching; the letters and their sounds, with lessons in word building. c1913. (See and say series, bk. 1.)

371.3
A75 ***Readers & speakers.***

Arnold, Bonney and Southworth.
Picture book teaching; the letters and their sounds, with lessons in word building. c1913. (See and say series, bk. 1.)

371.3
A75 ***Alphabet.***

Arnold, Bonney and Southworth.
Picture book teaching; the letters and their sounds, with lessons in word building. c1913. (See and say series, bk. 1.)

Southworth, E. F. joint author, see
Arnold, S. L., Bonney, Mrs. E. C. (W.) and Southworth, E. F.

Bonney, Mrs. E. C. (W.) joint author, see
Arnold, S. L., Bonney, Mrs. E. C. (W.) and Southworth, E. F.

See and say series, bk. 1, see
Arnold, S. L., Bonney, Mrs. E. C. (W.) and Southworth, E. F.

330
M36
Marshall, L. C., Wright, C. W. and Field, J. A. ed.
Materials for the study of elementary economics.
c1913.

330
M36
Materials for the study of elementary economics.
c1913.
Marshall, Wright and Field.

330
M36
Economics.

Marshall, Wright and Field.
Materials for the study of elementary economics.
c1913

Political economy, see Economics

Field, J. A. joint ed. see
Marshall, L. C., Wright, C. W. and Field, J. A. ed.

Wright, C. W. joint ed. see
Marshall, L. C., Wright, C. W. and Field, J. A. ed.

396
T48
Thomson, J. A. and others.
Position of woman, actual and ideal; with preface by Sir Oliver Lodge. 1911.

396
T48
Position of woman. 1911.
Thomson, and others.

396
T48
Women.

Thomson, and others.
Position of woman, actual and ideal; with preface by Sir Oliver Lodge. 1911.

Wiggin, Mrs. K. D. (S.) (afterwards Mrs. Riggs), and others.
Affair at the inn. 1904.

Affair at the inn. 1904.
Wiggin, and others.

Riggs, Mrs. K. D. (S.) W. see
Wiggin, Mrs. K. D. (S.)

McAulay, Allan, joint author, see
Wiggin, Mrs. K. D. (S.) (afterwards Mrs. Riggs), and others.

Findlater, J. H. joint author, see
Wiggin, Mrs. K. D. (S.) (afterwards Mrs. Riggs), and others.

Findlater, Mary, joint author, see
Wiggin, Mrs. K. D. (S.) (afterwards Mrs. Riggs), and others.

025 **American library association.**
A51 Catalog rules, author and title entries; comp. by committees of the American library association and the (British) Library association. 1908.

Main entry for corporate bodies as joint authors.

025 **Library associations of the United Kingdom.**
A51 Catalog rules, author and title entries; comp. by committees of the American library association and the (British) Library association. 1908.

"Full card" for the joint author when corporate bodies are joint authors.

341 **Great Britain. Treaties.**
G78 Treaty of amity, commerce and navigation between His Britannic Majesty and the United States . . . conditionally ratified by the Senate . . . at Philadelphia, June 24, 1795. 1895.

Main entry for corporate bodies (countries) as joint authors.

341 **United States. Treaties.**
G78 Treaty of amity, commerce and navigation between His Britannic Majesty and the United States . . . conditionally ratified by the Senate . . . at Philadelphia, June 24, 1795. 1895.

"Full card" for the second country for a corporate joint author entry.

CHAPTER X

PERIODICALS

A word about cataloging periodicals, which cause the librarian more trouble and anxiety and the public more confusion and bad temper than almost anything else in the catalog, except perhaps Corporate entries.

Periodicals may, for cataloging, be divided into two groups: (1) those which have ceased publication and of which the library has complete sets, and (2) those which are still being published, or those of which, though having ceased publication, the library set is incomplete.

Treat periodicals like anonymous books whose authorship has not been discovered, except that no line need be left blank for the author, as no author's name will ever be filled in.

Begin on the top line at the inner indention with the first word of the title not an article. Bring out the second and succeeding lines of the title to the author indention. Omit the usual imprint following the title. In a note, or following the title in brackets, indicate the frequency of publication (e.g., Pub. monthly, or [monthly] etc.) unless such information is part of the title of the periodical (e.g., Harper's new *monthly* magazine, etc.) Indicate in a note also any change in the frequency of publication or change of name of a periodical.

Omit all mention of editors, either in the title or in a note.

After the notes indicate the volumes and years the library has on the left half of the card and what the library lacks on the right of the card, omitting all mention of the months when the volume comprises one calendar year; e.g., directly below the note, or, if there is no note below the title, leaving one line blank, begin at the extreme outer left edge of the card (because of the length of the item to be given on a line) in red ink with the words ''Library has:" followed by a colon. On the line below give the specific volumes inclusively until a break occurs, with their corresponding years on the same line, also indenting to the outer edge. Write in pencil all volumes or years where a break occurs, which may be filled in at any time, that is, all volume numbers and years immediately preceding or following a gap. For current sets of periodicals write the last volume number and date in pencil. When a

periodical has been published with more than one series of volume numbers, give first the volume numbers actually used (generally the continuous voluming of the set); and second, in curves, the designation of the special series, with its own volume numbers; and third, the years covered. (See sample cards.)

Divide the card by drawing a vertical line down the middle, beginning the line on a level with "Library has." To the right of this line write (or stamp) in red "Library lacks:" followed by a colon, and directly under it give the items lacking in exactly the same way that you noted the "Library has" items.

For finished periodicals, generally after all other notes, write: "No more published," or "Discontinued" (with date), or "Merged in" (with title of other periodical and the date), etc. In notes referring to another periodical in the library, include the call number of the periodical referred to in the title.

Use a separate card for miscellaneous or numerous notes for all periodicals except those of which the library has finished and complete sets, keeping, for other periodicals, the first card clear for the "Library has" statement.

Enter a periodical which is the organ of a society or club under its name as the main entry, with an added entry under the name of the society, except when it forms the regular proceedings or transactions of a society, in which case make the society the main entry, with an added entry under the title. (For the latter see CORPORATE ENTRIES.)

On subject cards, instead of repeating the "Library has" and "Library lacks" statements, refer to the main card for that information; e.g., say in a note "For volumes and dates contained in the library see the main card under the name of the periodical."

Following are a few reference aids for cataloging periodicals which you will find very helpful in looking up changes in titles, frequency of publication, etc.

REFERENCE AIDS

Astor library.
Catalogue. 1886–88.
Bolton, H. C.
Catalogue of scientific and technical periodicals. 1897.
Bowker, R. R.
Publications of societies. 1899.
Chicago (Ill.) Chicago library club.
List of serials in public libraries of Chicago and Evanston. 1901.

Chicago (Ill.) John Crerar library.
Supplement to the List of serials in public libraries of Chicago and Evanston. 1906.
Faxon, F. W. Check-list of American and English periodicals. 1908.
Illinois. University of Illinois. Library.
List of serials in the University of Illinois library. 1911.
Library of Congress.
Depository catalogue of printed cards — 630,000 in number at this date.
Literary year-book, Lond. 1914 —
London catalogue. 1903–11.
New York public library.
Bulletins. 1899–1900.
Peabody institute (Baltimore, Md.)
Catalogue of the library. 1896–1905.
Philadelphia (Pa.) Free library.
Bulletin No. 8: List of serials. 1908.
Severance, H. O.
Guide to the current periodicals and serials. 1914.
Thompson, J. D.
Hand-book of learned societies. 1908.

051
H29
Harper's new monthly magazine.

Library has:	*Library lacks:*
v. 1-128, June 1850–May 1914	v. 129–date, June 1914–date

051
H29
Periodicals.

Harper's new monthly magazine.

For volumes and dates contained in the library see the main card under the name of the periodical.

Magazines, see Periodicals

051 Century.
C39

Continuation of Scribner's monthly.

Library has:	***Library lacks:***
II, v. 1–63 (v. 23–85) Nov. 1881–Apr. 1913	II, v. 64 (v. 86)–date, May 1913–date

051 ***Periodicals.***
C39

Century.

For volumes and dates contained in the library see the main card under the name of the periodical.

051 Scribner's monthly.
S43

Continued as "Century."

Library has:	***Library lacks:***
v. 1–22, Nov. 1870–Oct. 1881	Discontinued in 1881.

051 ***Periodicals.***
S43

Scribner's monthly.

For volumes and dates contained in the library see the main card under the name of the periodical.

051 Scribner's monthly: Index.
S43I

Library has:	***Library lacks:***
v. 1–22, 1870–81 (in 1v.)	Discontinued in 1881.

051
S43I

Periodicals.

Scribner's monthly: Index.

For volumes and dates contained in the library see the main card under the name of the periodical.

051
L77

Living age, Littell's [weekly].

v. 1–211, 1844–96, called "Littell's living age." Preceded by "Eclectic museum."

Library has:
v. 1–36, 1844–53
v. 37–56 (II, v. 1–20) 1853–58
v. 57–88 (III, v. 1–32) 1858–66

Library lacks:
v. 278 (VII, v. 60)–date, July 1913–date

see next card

051
L77

2

Library has:
v. 89–115 (IV, v. 1–27) 1866–72
v. 116–199 (V, v. 1–84) 1873–93
v. 200–218 (VI, v. 1–19) 1894–98
v. 219–277 (VII, v. 1–59) 1898–June 1913

051
L77

Periodicals.

Living age, Littell's [weekly].

For volumes and dates contained in the library see the main card under the name of the periodical.

Littell's living age, see
Living age, Littell's.

605
B93

Building news and engineering journal [monthly].

v. 1, 1854–55 called "Land and building news;" v. 2–5, 1856–59, "Building news;" v. 6–9, 1860–62, "Building news and architectural review."

Library has:	***Library lacks:***
v. 1–106, Feb. 1854–June 1914	v. 107–date, July 1914–date

605
B93

Art.

Building news and engineering journal [monthly].

For volumes and dates contained in the library see the main card under the name of the periodical.

605
B93

Engineering.

Building news and engineering journal [monthly].

For volumes and dates contained in the library see the main card under the name of the periodical.

605
B93

Periodicals.

Building news and engineering journal [monthly].

For volumes and dates contained in the library see the main card under the name of the periodical.

***Arts, Fine,* see.**
Art

***Fine Arts,* see**
Art

Building news and architectural review, see
Building news and engineering journal [monthly].

Building news, see
Building news and engineering journal [monthly].

Land and building news, see
Building news and engineering journal [monthly].

614 **American public health association.**
A51 Public health reports and papers.

Library has:	***Library lacks:***
v. 1–2, 1873–75	v. 3, 1876
v. 4–12, 1877–86	v. 13–14, 1887–88
v. 15–37, 1889–1911	v. 38–date, 1912–date

614 ***Periodicals.***
A51

American public health association.
Public health reports and papers.

For volumes and dates contained in the library see the main card.

Public health reports and papers, see
American public health association.
Public health reports and papers.

614
A51

United States. Public health.

American public health association.
Public health reports and papers.

For volumes and dates contained in the library see the main card.

614
A51

Hygiene.

American public health association.
Public health reports and papers.

For volumes and dates contained in the library see the main card.

051
A51

American quarterly register.

v. 1–3 called Quarterly register and journal of the American education society.

Library has:	***Library lacks:***
v. 1–15, July 1827–May 1843	Discontinued in 1843.

Quarterly register and journal of the American education society, see
American quarterly register.

051
A51

Periodicals.

American quarterly register.

For volumes and dates contained in the library see the main card under the name of the periodical.

071
N56

New York Herald.

Library has:	***Library lacks:***
May 1835—May 1909	June 1909–date

071
N56

Newspapers.

New York Herald.

For volumes and dates contained in the library see the main card.

Herald, N. Y. see
New York Herald.

CHAPTER XI

CYCLOPEDIAS AND DICTIONARIES

Enter cyclopedias and dictionaries under the name of the author, or under the name of the editor as author, except in those cases where the work is decidedly better known under its title, in which case enter it under the title as main entry, beginning as you would for a periodical, on the top line at the title indention. In such case make an added entry under the editor or preferably a reference from the editor to the title. If in doubt make the main entry under the editor. If the work is well known under the publisher's name make an added entry under his name. Imprint, etc., is given for cyclopedias and dictionaries as for any ordinary book. Title and subject cards are made as usual.

J
790
C45

Champlin, J. D. jr. and Bostwick, A. E.
Young folks' cyclopædia of games and sports.
1899c90.

J
790
C45

Young folks' cyclopædia of games and sports
1899.
Champlin and Bostwick.

J
790
C45

Sports.

Champlin and Bostwick.
Young folks' cyclopædia of games and sports.
1899c90.

J
790
C45

Games.

Champlin and Bostwick.
Young folks' cyclopædia of games and sports. 1899c90.

Bostwick, E. A. joint author, see
Champlin, J. D. jr. and Bostwick, A. E.

920
C39

Century cyclopedia of names; a pronouncing and etymological dictionary of names in geography, biography, mythology, history, ethnology, art, archæology, fiction, etc.; ed. by B. E. Smith. c1894–1900.

920
C39

Biography.

Century cyclopedia of names. c1894–1900.

920
C39

Cyclopedias.

Century cyclopedia of names. c1894–1900.

920
C39

Names.

Century cyclopedia of names. c1894–1900.

920
C39 Smith, B. E. ed.
Century cyclopedia of names. c1894–1900.

This card is not necessary in brief cataloguing.

370.3
M75 **Monroe, Paul,** ed.
Cyclopedia of education. 1911–13. 5v.

370.3
M75 ***Cyclopedias.***

Monroe.
Cyclopedia of education. 1911–13. 5v.

The subject card under "Cyclopedias" is not necessary except for general cyclopedias, unless it is desired to keep all together under this heading in the catalog.

370.3
M75 ***Education.***

Monroe.
Cyclopedia of education. 1911–13. 5v.

320
C99 Cyclopedia of American government; ed. by A. C. McLaughlin and A. B. Hart. 1914– v. 1–3.

In progress.

320
C99 ***Government.***

Cyclopedia of American government; ed. by A. C. McLaughlin and A. B. Hart. c1914– v. 1–3.

In progress.

320
C99

United States. Government.

Cyclopedia of American government; ed. by A. C. McLaughlin and A. B. Hart. 1914– v. 1–3.

In progress.

320
C99

Hart, A. B. ed.
Cyclopedia of American government. 1914–
v. 1–3.

In progress.

320
C99

McLaughlin, A. C. ed.
Cyclopedia of American government. 1914–
v. 1–3.

In progress.

423
C39

Century dictionary; an encyclopedic lexicon of the English language; ed. by W. D. Whitney. c1889–95. 8v.

423
C39

English language.

Century dictionary; an encyclopedic lexicon of the English language; ed. by W. D. Whitney. c1889–95. 8v.

423
C39

Whitney, W. D. ed.
Century dictionary. c1889–95. 8v.

Dictionaries.
For the dictionary of any language or subject see the name of that language or subject.

423
W38 **Webster, Noah.**
New international dictionary of the English language, based on the International dictionary of 1890 and 1900; now completely revised in all departments, including also a dictionary of geography and biography, being the latest authentic quarto edition of the Merriam series; W. T. Harris, editor in chief; F. S. Allen, general editor. 1910.

For very brief cataloging stop at the word "language" on the second line.

423
W38 ***English language.***
Webster.
New international dictionary of the English language. 1910.

423
W38 Allen, F. S. ed.
Webster.
New international dictionary of the English language. 1910.

Not really necessary.

423
W38N Harris, W. T. ed.
Webster.
New international dictionary of the English language. 1910.

Not really necessary.

CHAPTER XII

ALMANACS, YEAR-BOOKS AND DIRECTORIES

In general, catalog almanacs, year-books (or annuals), directories and other works published serially like periodicals, beginning the main entry on the top line at the second indention, with the first word of the title not an article. Omit imprint in the usual place following the title and give instead the "Library has" statement as you would give it on a periodical card, except that the words "Library has" may begin at the title indention and the "Library has" statement on the line below at the author indention instead of at the extreme left edge of the card. The "Library lacks" statement need not be given.

Such phrases as "annual issue," "5th edition," etc., are often used with the meaning of *volume* and are to be listed under that term. When no volume number or anything corresponding to a volume number is given, give years only.

On subject cards refer as in the case of periodicals to the main card for full information.

If you have many directories of one place I would recommend entering them under the name of the place in order to keep all directories of a certain place together in the catalog and on the shelves. In any case I would suggest assigning the Cutter number from the name of the place even though the title does not begin with that word.

Enter a directory which is not issued periodically under its compiler as author, as main entry, or, if it is published anonymously, under the first word of the title like a periodical, but omit in this case the "Library has" statement and give instead the date and volumes as for any ordinary book.

Make editor cards only in rare cases, where they seem for some good reason to be really needed.

317
B87

Brooklyn Daily Eagle almanac.

Library has:

v. 1-29, 1886-1914

317
B87

Almanacs.

Brooklyn Daily Eagle almanac.

For volumes and dates contained in the library see the main card.

655
A93

Author's year book and guide.

Library has:

1904

655
A93

Annuals.

Author's year book and guide.

For volumes and dates contained in the library see the main card.

Subject card like this not really needed.

655
A93

Publishers & publishing.

Author's year book and guide.

For volumes and dates contained in the library see the main card.

655
A93

Authors & authorship.

Author's year book and guide.

For volumes and dates contained in the library see the main card.

314
H42

Hazell's annual.

Library has:
v. 1–29, 1886–1914

314
H42

Annuals.

Hazell's annual.

For volumes and dates contained in the library see the main card.

314
H42

Statistics.

Hazell's annual.

For volumes and dates contained in the library see the main card.

310
S79

Statesman's year book.

Library has:
v. 1–51, 1864–1914

310
S79

Annuals.

Statesman's year book.

For volumes and dates contained in the library see the main card.

0
9 ***Statistics.***

Statesman's year book.

For volumes and dates contained in the library see the main card.

7.6
4 Knoxville city directory.

Library has:
1898–1902

7.6
4 ***Knoxville (Tenn.)***

Knoxville city directory.

For volumes and dates contained in the library see the main card.

1.9
6 **Polk, R. L. & Co.** pub.
Spokane city directory.

Library has:
1901–07

7.9
6 ***Spokane (Wash.)***

Polk & Co.
Spokane city directory.

For volumes and dates contained in the library see the main card.

917.471
N56

Trow's general directory of the boroughs of Manhattan and Bronx, City of New York.

Library has:

1909–13

917.471
N56

New York (City). Directories.

Trow's general directory of the boroughs of Manhattan and Bronx, City of New York.

For volumes and dates contained in the library see the main card.

917.471
N56

Directories.

Trow's general directory of the boroughs of Manhattan and Bronx, City of New York.

For volumes and dates contained in the library see the main card.

CHAPTER XIII

SACRED BOOKS AND ANONYMOUS CLASSICS

For all sacred works and anonymous classics, use the name of the sacred book or the classic as *author-heading*, beginning the main entry on the top line at the author indention. For the title entry on such author card, give the title just as it reads on the title page, followed by date and volumes. There are few books that will come under this head. Of the ones you are most likely to have, the Bible, Koran, Talmud, Avesta and Vedas come under the head of sacred works; the Mabinogion, Nibelungenlied, Cid, Eddas, Federalist, Anglo-Saxon chronicle, Gudrun, Heliand, Fridthjòfs saga, Mother Goose, Merlin, Domesday book, Beowulf, La Chanson de Roland, Reineke Fuchs (Reynard the Fox), Arabian nights, Gesta Romanorum, etc., are examples of the second class. In both the above mentioned classes of books, the name forms the author-heading for the entire work or any part of it. That is to say, any *part* of the Bible (the Old Testament, New Testament, Gospels, etc.) is entered under the word *Bible* as author-heading. Any edition, translation, or variation of the Arabian nights is entered under *Arabian nights* as author-heading, with added entries always under the translators, editors, etc., if they are important enough, or if the book is well known by their names.

Anonymous books not of the type just described are to be treated like anonymous books for which no author has been found.

227 B58	**Bible.** Commentary on the Epistle of Paul to the Galatians, by B. W. Bacon. 1909. (Bible for home and school.)

227
B58 ***Bible. New Testament. Epistle to the Galatians.***

Bible.

Commentary on the Epistle of Paul to the Galatians, by B. W. Bacon. 1909. (Bible for home and school.)

The second subhead may be omitted unless you have a large collection of Biblical works.

227
B58 Bacon, B. W. *D.D.* ed.

Bible.

Commentary on the Epistle of Paul to the Galatians. 1909.

222
B58 **Bible.**

Genesis, by H. G. Mitchell. 1909. (Bible for home and school.)

222
B58 ***Bible. Old Testament. Genesis.***

Bible.

Genesis, by H. G. Mitchell. 1909. (Bible for home and school.)

222
B58 Mitchell, H. G. ed.

Bible.

Genesis. 1909.

297
K84 **Koran.**

Koran; trans. from the Arabic by Rev. J. M. Rodwell. 1909. (Everyman's library.)

Alcoran, see
Koran

297 Rodwell, Rev. J. M. tr. & ed.
K84 **Koran.**
Koran. 1909.

829 **Beowulf.**
B48 Beowulf, an Anglo-Saxon epic poem; trans. from the Heyne-Socin text by J. L. Hall. 1901 c1892.

829 Hall, J. L. tr.
B48 **Beowulf.**
Beowulf, an Anglo-Saxon epic poem. 1901.

829 ***Anglo-Saxon literature.***
B48
Beowulf.
Beowulf, an Anglo-Saxon epic poem; trans. from the Heyne-Socin text by J. L. Hall. 1901 c1892.

891.2 **Mahâbhârata.**
M21 Indian idylls; from the Sanskrit by Sir Edwin Arnold. 1883.

891.2 Indian idylls. 1883.
M21 **Mahâbhârata.**

891.2 M21 ***Poetry, Sanskrit.***

Mahâbhârata.
Indian idylls; from the Sanskrit by Sir Edwin Arnold. 1883.

891.2 M21 Arnold, Sir Edwin, tr.
Mahâbhârata.
Indian idylls. 1883.

Sanskrit poetry, see Poetry, Sanskrit

Unless you prefer to make **Sanskrit poetry** the subject heading.

894 K14 **Kalevala.**
Kalevala, the epic poem of Finland; trans. into English by J. M. Crawford. 1888.

894 K14 ***Poetry, Finnish.***

Kalevala.
Kalevala, the epic poem of Finland; trans. into English by J. M. Crawford. 1888.

894 K14 ***Epic poetry.***

Kalevala.
Kalevala, the epic poem of Finland; trans. into English by J. M. Crawford. 1888.

894 Crawford, J. M. tr.
K14 **Kalevala.**
Kalevala, the epic poem of Finland. 1888.

Finnish poetry, see
Poetry, Finnish

J **Arabian nights.**
Ali Baba and the forty thieves and other stories from the Arabian nights, retold by Gladys Davidson and illus. by Helen Stratton. 1910.

J Ali Baba and the forty thieves. 1910.
Arabian nights.

J Davidson, Gladys, ed.
Arabian nights.
Ali Baba and the forty thieves and other stories from the Arabian nights retold. 1910.

Arabian nights.
Arabian nights' entertainments; sel. and ed. by Andrew Lang. 1898.

Lang, Andrew, ed.
Arabian nights.
Arabian nights' entertainments. 1898.

Arabian nights' entertainments. 1898.
Arabian nights.

or

Arabian nights' entertainments, see
Arabian nights.

J **Arabian nights.**
Arabian nights' entertainments; based on a translation from the Arabic by E. W. Lane; sel., ed. and arr. for young people by F. J. Olcott . . . illustrations by M. S. Orr. 1913.

Arabian nights' entertainments, see
Arabian nights.

J Olcott, F. J. ed.
Arabian nights.
Arabian nights' entertainments. 1913.

J Lane, E. W. tr.
Arabian nights.
Arabian nights' entertainments. 1913.

J **Arabian nights.**
Thousand and one nights; or, The Arabian nights' entertainments. 1875.

J Thousand and one nights. 1875.
Arabian nights.

J ***Fairy tales.***

Arabian nights.
Thousand and one nights. 1875.

CHAPTER XIV

CORPORATE ENTRIES

These include publications of all corporate bodies, such as government publications, and publications (reports, transactions, proceedings, etc.) of societies, associations, institutions, etc., which take for their main entry the name of the country, state, city, etc., or the society, association, institution, etc., responsible for the publication.

The chief points of difference between government documents and society publications are (a) the much more general need for subheads in the author-headings of government documents, (b) the liability of departments to change their names, of bureaus to change their departmental relations, and of serial publications to change their forms or titles or to be transferred from one department to another. In the case of such a change the entire series may, as with periodicals, be entered under one form with a reference from the others, or the publications appearing under each form may be catalogued under that form, with notes showing the relation to earlier and later forms. I would recommend the latter method as being the simpler.

Reports fall into two classes, (a) continuations, which receive the "Library has" treatment, and (b) finished reports, which are treated like any other finished, complete work. You can generally determine quite easily to which class a report belongs. All reports which are expected to continue indefinitely, as *annual* reports, etc., are of the first class, and completed reports for special investigations, etc., of the second class. Occasionally, however, reports appear which do not show whether they are to be continued or not, in which cases you must depend upon your own judgment, aided by such information as you may be able to obtain from outside sources.

Treat *Continuations;* e.g., transactions, proceedings, etc., except for the use of the author-heading, like periodicals, writing "Library has" on the main card, beginning at the title indention, with the items on the line below at the author indention, and making a reference to the main card from the subject card. Omit the "Library lacks" statement.

The titles of society publications differ sometimes from the

ordinary line of titles for such publications. In this case include in the title on the card the whole or part of the name of the society or institution, in order to show the relation between the author-heading and the title; e.g., "Lectures delivered under the auspices of the society."

Subheads in corporate headings follow the main heading one half centimeter space away and are capitalized.

Title cards are *rarely* needed.

Instead of making individual subject cards for official publications of a department which issues many publications falling under the same general subject, make instead a single reference, in red ink, from the subject to the author; e.g.,

Agriculture, see also
United States. Agriculture, Dept. of.

File such cards at the beginning of all cards with that subject heading but following the regular "*see also*" reference cards referring to other *subjects*.

Some publications, like the "Farmers' bulletin" and the "Experiment station record," are so well known by their titles that it is better to make the main entry under the *title*, with a general secondary entry under the department or bureau issuing the publication.

Make references and added entries very freely if there is the slightest uncertainty as to the form under which a book will be sought in the catalog.

Always make references from the name of a department to any of its bureaus under which works have been entered, and in some cases from the name of the department or bureau without the name of the country; e.g.,

United States. Interior dept. Bureau of education, see
United States. Education, Bureau of.

Post-office department, see
United States. Post-office dept.

Do not, as a general thing, make editor or compiler cards for individuals connected with the work of a department or bureau unless they are well known.

In case an individual has become very well known as the chief of a department, refer from his name to the official heading; e.g.,

Harris, W. T. see also
United States. Education, Bureau of.

Treat analytics for completed publications as you would ordinary analytics.

If the report of a department or official is *regularly* published with that of another department or official, treat the first in the

volumes as the main author, and make author analytics or references for the second. If the analytic form is used, the items inside the parentheses would consist merely of author and title, no account being taken of dates and volume numbers; e.g.,

336 **Massachusetts.** Auditor's office.
M41 Annual report of the auditor. (see Massachusetts. Finance dept. Annual report of the treasurer.)

Library has:
no. 1, 1904
no. 3, 1906

If you have a "sheep set," arrange it according to "serial nos.," analyzing anything important enough to be brought out. If possible have the new "Checklist of U. S. public documents, 1789–1909." It is invaluable. If your set is very incomplete, or you do not care to give shelf room to a relatively complete one, then break it up and classify and catalog the volumes you keep in specific manner as you would any other books.

Enter annual reports and other publications in which the personal author is not to be noticed under the departments or bureaus directly responsible for them, inverting the name where necessary to bring out the important word, e. g.,

United States. State dept. (*not* Dept. of state).
United States. Education, Bureau of, (*not* United States. Interior dept. Bureau of education).

Numbered publications such as bulletins, having personal authors, enter under the personal name, using the government series in a note, like an ordinary series, and make a series entry for the government series. For example, for Warman, P. C. Catalogue and index of the publications of the United States Geological survey. Bulletin of the U. S. Geological survey, no. 177.

016 **Warman, P. C.**
W27 Catalogue and index of the publications of the United States Geological survey, 1880–1901. 1901. (Bulletin of the U. S. Geological survey, no. 177.)

Includes: Bulletin no. 215: Catalogue and index of the publications of the . . . survey, 1901–1903.

United States. Geological survey.
Bulletin.
016 **no. 177, Warman.** Catalogue and index of the United
W27 States Geological survey, 1880–1901. 1901.

If the government merely *publishes* the book, enter under the personal author, making an arbitrary form of series card for the government, manufacturing a title when necessary; e. g.,

538 **Hazard, D. L.**
H42 Directions for magnetic measurements. 1911.
(United States. Coast and geodetic survey.)

United States. Coast and geodetic survey.
[Publications.]
538 Hazard. Direction for magnetic measurements.
H42 1911.

But when the government *instigates the investigation,* and the book is not one of a numbered series, make the main entry under the government, giving the personal author a "full card," showing the government entry in a series note after the date; e.g., (United States. Education, Bureau of).

Society publications may be treated in the same way, except that names of societies should never be inverted, and a society committee should be kept under the society, as "Society for the promotion of engineering education. Committee on the teaching of mathematics to students of engineering."

Treat local conferences which are held annually, biennially, etc., as periodicals (omitting the "Library lacks" statement, however), giving data all on one card.

341 **Mohonk, Lake (N. Y.) Lake Mohonk conference**
M69 **on international arbitration.**
Report of the annual meeting.

Library has:
no. 1–18, 1895–1912

International conferences and occasional conferences are best cataloged on separate cards; e.g.,

377
C94 **Conference on Scripture teaching in secondary schools.**

Scripture teaching in secondary schools, papers read at a Conference held in Cambridge, 10–13, April, 1912; ed. by N. P. Wood, with a pref. by F. C. Burkitt. 1912.

327
161 **International conference on nationalities and subject races, 1st, London, 1910.**

Nationalities and subject races, report of conference held in Caxton Hall, Westminster, June 28–30, 1910. 1911.

SOME HELPS FOR CATALOGING GOVERNMENT PUBLICATIONS.

General

Library of Congress depository catalog. (A catalog of printed cards containing about 630,000 cards, deposited in 51 centers in the United States.)

United States Government

Hasse, A. R. United States government publications; a handbook for the cataloguer.

New York (City). Public library. Checklist of U. S. federal and state legislative proceedings, collected documents, etc.

U. S. Documents office. Author headings for U. S. public documents.

—— Catalogue of the public documents of 53d–date Congress and other departments of the government.

——Checklist of U. S. public documents, 1789–1909.

——Monthly catalogue United States public documents.

Wyer, J. I. jr. United States government documents. (Also in 89th Annual report of N. Y. State library, v. 1.)

Individual States and Cities

Bowker, R. R. State publications. 4v.
Hasse, A. R. Index of economic material in documents of the states. (New York, New England states, except Connecticut, and several others have been published.)
——United States government publications.
New York (City). Public library. Checklist of U. S. federal and state legislative proceedings.
——Checklist of government documents.
——Checklist of department reports.
——Checklist of municipal documents.
U. S. Library of Congress. Monthly list of state publications.

Foreign Government Publications

France. Almanach national [annual].
Germany. Innern, Reichsamt des. Handbuch für das deutsche Reich [annual].
Great Britain. Colonial office. Colonial office list [annual].
——India office. India office list [annual].

Three of the New York public library Checklists contain foreign documents.

Some Examples of Corporate Entry

Entered under
(a) Place
(b) Place unless the Body has a distinctive or individual name
(c) Name
(d) Subordinated headings of institutions, organizations, etc., to be entered under the institution, organization, etc.

(a) Enter under *Place:*
Churches
Citizens, Committees of
Congress of nations
Expositions
Galleries (Royal or Imperial galleries of Europe, etc.)
Guilds
Libraries: (Mercantile, National, State, as a general rule)
National banks which are merely designated by number
Official publications of Countries, States, Cities, etc.
Schools (Public schools of America)

Societies (purely local, such as Benevolent and similar societies, also State societies, such as Agricultural, Historical and Medical associations)
Universities (American state universities, also non-American, Royal and Imperial universities, etc.)

(b) Enter under *Place* unless having a distinctive or individual name:
Cathedrals (unless better known under name)
Charitable institutions
Conferences (Local)
Convents (unless better known under name)
Galleries
Hospitals
Institutions
Libraries (Public and Endowed)
Monasteries (unless better known under name)
Museums
Observatories (except University observatories)

(c) Enter under *Name:*
Academies (under the first word not an article or titular designation)
Boards (under the part of name usually known)
Conferences (International)
Conventions
Firms (under family name)
Galleries (Private art galleries) (under name of owner)
Intercollegiate societies
Libraries (Private libraries) (under name of owner)
Orders of knighthood (under the most significant word of the English title)
Political parties
Religious denominations
Religious orders
Schools (Private schools). If they have no distinctive name enter under name of proprietor.
Societies, General
Societies, International (under English form of name)
Treaties (under name of parties separately) as (a) United States. Treaties; (b) Great Britain. Treaties.
Young Men's Christian Associations
Young Women's Christian Associations

(d) Subordinated headings of institutions, organizations, etc., to be entered under the institution, organization, etc., e.g.:

Alumni and alumnae associations, enter under the college or university, as: "Yale university. Society of the alumni."

Colleges of universities, enter under the university, as: "Columbia university. Teachers college."

College libraries, enter under the college, as: "Princeton university. Library."

College observatories, enter under the college, as: "Harvard university. Observatory."

Local benevolent societies, enter under the place, as: "New York (City). Charity organization society."

Local college societies, enter under the college, as: "Yale university. Elizabethan club."

State societies — Agricultural, Historical, Medical — enter under the state, as: "New York (State). Medical society of the State of New York."

CORPORATE ENTRY CARDS

538
N27 **National Antarctic expedition,** 1901–1904.
Magnetic observations; prepared under the superintendence of the Royal society. 1909.

538
N27 **Royal society of London.**
Magnetic observations; prepared under the superintendence of the Royal society. 1909. (National Antarctic expedition, 1091–1904.)

538
N27 Magnetic observations. 1909.
National Antarctic expedition, 1901–1904.

538
N27 ***Magnetism.***

National Antarctic expedition, 1901–1904.
Magnetic observations; prepared under the superintendence of the Royal society. 1909.

538
N27 ***Antarctic regions.***

National Antarctic expedition, 1901–1904.
Magnetic observations; prepared under the superintendence of the Royal society. 1909.

Polar regions, see
Antarctic regions

331
A51 **American academy of political and social science** (Philadelphia).
Cost of living. c1913.

331
A51 ***Labor & laboring classes.***

American academy of political and social science (Philadelphia).
Cost of living. c1913.

331
A51 ***Wages.***

American academy of political and social science (Philadelphia).
Cost of living. c1913.

331
A51 ***Cost of living.***

American academy of political and social science (Philadelphia).
Cost of living. c1913.

025
A51 **American library association.**
Catalog rules, author and title entries; comp. by committees of the American library association and the (British) Library association. 1908.

Main entry for Corporate bodies as joint authors.

025
A51 **Library association of the United Kingdom.**
Catalog rules, author and title entries; comp. by committees of the American library association and the (British) Library association. 1908.

Full card for the joint author of Corporate joint author entry.

341
G78 **Great Britain. Treaties.**
Treaty of amity, commerce, and navigation between His Britannic Majesty and the United States . . . conditionally ratified by the Senate . . . at Philadelphia, June 24, 1795. 1895.

Main entry for Corporate bodies as joint authors.

341
G78 **United States. Treaties.**
Treaty of amity, commerce, and navigation between His Britannic Majesty and the United States . . . conditionally ratified by the Senate . . . at Philadelphia, June 24, 1795. 1895.

"Full card" for the joint author of Corporate joint author entry.

379
N56 **New York (City). Bureau of municipal research.**
Digest of the New York school inquiry. 1913.

379
N56 ***New York (City). Education.***

New York (City). Bureau of municipal research.
Digest of the New York school inquiry. 1913.

379
N56 ***Public schools.***

New York (City). Bureau of municipal research.
Digest of the New York school inquiry. 1913.

379
N56 Digest of the New York school inquiry. 1913.
New York (City). Bureau of municipal research.

331
N27 **National child labor committee** (N. Y. City).
Child labor laws in all states.
1912. (Child labor bulletin, v. 1, no. 2.)

Contents:
Summary of state laws; Uniform child labor law; Enforcement of child labor laws, by C. L. Chute; Street trades and their regulation, a symposium, by E. H. Clopper, Z. L. Potter and L. A. Quinn.

331
N27 ***Labor laws.***

National child labor committee (N. Y. City).
Child labor laws in all states. 1912. (Child labor bulletin, v. 1, no. 2.)

For contents see the main card.

331 N27 ***Child labor.***

National child labor committee (N. Y. City).
Child labor laws in all states. 1912. (Child labor bulletin, v. 1, no. 2.)

For contents see the main card.

331 N27 ***United States. Labor laws.***

National child labor committee (N. Y. City).
Child labor laws in all states. 1912. (Child labor bulletin, v. 1, no. 2.)

For contents see the main card.

Law, see also
Labor laws

378 C72 **Columbia university. Alumni association of the schools of science.**
Lists of the alumni of the schools of science of Columbia university. 1912.

Includes: Constitution of the Alumni association of the schools of science.

Association of the alumni of the School of mines of Columbia college, see
Columbia university. Alumni association of the schools of science.

Alumni association of the schools of science of Columbia university, see
Columbia university. Alumni association of the schools of science.

CHAPTER XV

EDITORS, TRANSLATORS, ILLUSTRATORS, COMPILERS AS ADDED OR SECONDARY ENTRIES

Such entries will rarely be needed by a small library, for even though the editor, etc., may be a famous writer, it is not usually as the editor of the work in question that he is so well known. Therefore, unless a library has unlimited time, material and catalogue case space at its disposal, I would not recommend the making of editor or compiler or translator cards except in rare instances where they seem to the librarian to be absolutely necessary, as may happen in the case of works by Classic and Oriental writers and for anonymous books, etc., or in case a library considers it desirable to represent all phases of an author's work under his name in the catalog. Illustrator cards should only be made when the illustrator is really prominent and well known and his illustrations likely to be called for by readers; for example, Charles Dana Gibson, Howard Chandler Christy, Maxfield Parrish, Jessie Wilcox Smith, A. B. Frost, Walter Crane, Dulac, Cruikshank, and others equally important. When the illustrations in a book are more important than the text, make the illustrator or designer the *main* entry. In such case always make an added or secondary entry under the writer of the text. As main entries, editors, etc., are treated exactly like authors, with the abbreviations "ed.," "tr.," "illus.," "comp.," after their names.

If the editor, translator, etc., is important enough in himself, or if the class of book seems to demand it (as would be the case in works by Classic or Oriental writers), incorporate the name of the editor, translator, etc., in the title. Do not invert the name, but make it read as part of the title of the book, preceded by a semicolon, and the phrase "ed. by," "trans. by," "illus. by," as the case may be. Do not in such case alter the language or wording of the title page; e.g., if it is so stated on the title page write "trans. from the Italian by"; "done into English by"; "after the Russian by," etc., etc.

On the title card omit all mention of the editor, translator, etc., but repeat the title on the subject card exactly as it was given on the main card, including mention of the editor, translator, etc.

If the same work has undergone many editions or translations,

etc., make one *title reference* for all editions or translations instead of a title card for each; e.g., instead of making a title card or entry for each edition of Shakespeare's Hamlet, or a title card for each edition and translation of Homer's Odyssey, which would necessitate giving the editor or translator on each title card in order to differentiate, make title references which would read respectively

Hamlet, see
Shakespeare, William.
Odyssey, see
Homer.

each title referring to its author, under which entry full information would be found concerning the various editions or translations of the work in the library. Omit the call number on all reference cards.

When making the Editor, Translator, etc. card, begin the entry under the editor, translator, or illustrator on the top line at the second or title indention, giving his name with the same fullness as you would the author, adding one centimeter after the last forename or title the abbreviation "ed.", "tr.", "illus.", as the case may be. If more than one line is required keep all lines at the second or inner indention. On the line below give the author, using his surname only, beginning at the author indention. Below the author entry give the title of the book, omitting a repetition of the name in the heading, followed one centimeter space thereafter by the imprint date and the number of volumes as they are usually given on title cards.

In case of two or more editors, translators, or illustrators for one book, make a separate card for each editor, translator, or illustrator without reference to the others. They should not be treated like joint authors.

When the same person has edited or translated many works by the same author, make an editor or translator *reference* to the author, instead of a separate added entry under the editor or translator for each work; e.g.,

Rolfe, W. J. ed. see
Shakespeare, William.
Wormeley, K. P. tr. see
Balzac, Honoré de.

882 **Aeschylus.**
A25 Agamemnon; with notes and a metrical table by C. C. Felton. 1859.

882
A25 ***Greek drama.***

Aeschylus.
Agamemnon; with notes and a metrical table by C. C. Felton. 1859.

882
A25 Felton, C. C. ed.
Aeschylus.
Agamemnon. 1859.

Aischylos, see
Aeschylus.

331
N27 **National federation of settlements.**
Young working girls, a summary of evidence from two thousand social workers; ed. for the National federation of settlements, by R. A. Woods and A. J. Kennedy; with an introd. by Jane Addams. 1913.

331
N27 Young working girls. 1913.
National federation of settlements.

331
N27 ***Social problems.***

National federation of settlements.
Young working girls, a summary of evidence from two thousand social workers; ed. for the National federation of settlements, by R. A. Woods and A. J. Kennedy; with an introd. by Jane Addams. 1913.

331
N27

Girls.

National federation of settlements.

Young working girls, a summary of evidence from two thousand social workers; ed. for the National federation of settlements, by R. A. Woods and A. J. Kennedy; with an introd. by Jane Addams. 1913.

331
N27

Social settlements.

National federation of settlements.

Young working girls, a summary of evidence from two thousand social workers; ed. for the National federation of settlements, by R. A. Woods and A. J. Kennedy; with an introd. by Jane Addams. 1913.

331
N27F

Recreation centers.

National federation of settlements.

Young working girls, a summary of evidence from two thousand social workers; ed. for the National federation of settlements, by R. A. Woods and A. J. Kennedy; with an introd. by Jane Addams. 1913.

331
N27F

Labor & laboring classes.

National federation of settlements.

Young working girls, a summary of evidence from two thousand social workers; ed. for the National federation of settlements, by R. A. Woods and A. J. Kennedy; with an introd. by Jane Addams. 1913.

331 Woods, R. A. ed.
N27F **National federation of settlements.**
Young working girls, a summary of evidence from two thousand social workers. 1913.

331 Kennedy, A. J. ed.
N27F **National federation of settlements.**
Young working girls, a summary of evidence from two thousand social workers. 1913.

Settlements, see
Social settlements

888 **Aesop.**
A25F Fables; selected and told anew and their history traced by Joseph Jacobs; done into pictures by Richard Heighway. 1910 c1894–1910.

888 ***Greek miscellany.***
A25F

Aesop.
Fables; selected and told anew and their history traced by Joseph Jacobs; done into pictures by Richard Heighway. 1910 c1894–1910.

888 ***Fables.***
A25F

Aesop.
Fables; selected and told anew and their history traced by Joseph Jacobs; done into pictures by Richard Heighway. 1910 c1894–1910.

888 Heighway, Richard, illus.
A25F **Aesop.**
Fables; selected and told anew . . . by Joseph Jacobs. 1910.

888 Jacobs, Joseph, ed.
A25F **Aesop.**
Fables. 1910.

Aisopus, see
Aesop.

822.3 **Shakespeare, William.**
S52 Hamlet; ed. by W. J. Rolfe. 1896.

Hamlet, see
Shakespeare, William.

Title *reference.*

Rolfe, W. J. ed. see
Shakespeare, William.

Editor *reference.*

883 **Homer.**
H76 Odyssey; trans. by Alexander Pope; ed. by H. F. Cary. 1872.

883
H76 Pope, Alexander, tr.
Homer.
Odyssey. 1872.

Odyssey, see
Homer.

818
H39 **Hawkes, Clarence.**
Tenants of the trees; illus. by Louis Rhead. 1907.

818
H39 Tenants of the trees. 1907.
Hawkes.

818
H39 ***Birds.***

Hawkes.
Tenants of the trees; illus. by Louis Rhead. 1907.

818
H39 ***Squirrels.***

Hawkes.
Tenants of the trees; illus. by Louis Rhead. 1907.

818
H39 Rhead, Louis, illus.
Hawkes.
Tenants of the trees. 1907.

CHAPTER XVI

ANALYTICS AND INDEPENDENTS

The subject of analytics involves the three ordinary types of cards,—author, subject and title, which we have considered. Make an author analytic when part of a book is written by some person not the author of the main part of the book, or when two or more works of some author who has written a great number of books are bound together, especially if they have at any time been published separately. In both these cases the included portion of the book, if there were no analytic, would be thrown quite out of its alphabetic place in filing. For example, if you have Goldsmith's Vicar of Wakefield and Johnson's Rasselas bound in one book, make an author analytic for Johnson, as no one would dream of looking under Goldsmith for him. In like manner, if you have Dickens' David Copperfield and Oliver Twist in one work, make your author analytic for Oliver Twist, as the reader will not think of turning back to him under David Copperfield expecting to find Oliver Twist. If, however, you have two works bound in one, both by an author not well known or by one under whose name the library is likely to have so few entries that the reader will look them through, the one author card will suffice so long as you indicate on that card, either in a note or contents, the fact that something else is contained in the book. I would suggest that in all cases you do so indicate on the main card the titles and authors of any separate matter included in the book. Do not, *as a rule*, make author analytics for the collected works of an author. Decide each case on its individual merits.

Make a title analytic in all cases where it seems desirable, for all works likely to be looked for under their individual titles, where, in fact, you would make a regular title card were that part of the book published as a separate work or bound separately. Title analytics are made most often for fiction, drama and essays.

Make a subject analytic in all cases where the subject heading for the main part of the book does not cover the analyzed part, if the material is of the slightest importance to the library. When it does so cover it, no separate subject analytic need be made provided the separate matter included in the book is noted also on the main subject card and that the author of the analytic is

the same as the author of the main part of the book. Even so, in the latter case the separate subject analytic need not be made unless there are many cards under that subject in the catalog and the author of the analytic may be looked for under that subject. If there is the slightest doubt, however, I should recommend making the separate subject analytic.

For short stories, however, I should not advise making analytics, unless the stories are known under their separate titles or have been published separately, either in magazines or in book form, or unless they are by different authors. For example, the short stories contained in Booth Tarkington's work, "In the Arena," have all appeared under their separate titles in McClure's magazine; consequently title analytics would be of value in this case, and are in fact really necessary.

The part to be analyzed is sometimes paged continuously with the rest of the book; sometimes it consists of a separate group of pages without a separate title page and sometimes of a separate group of pages with a distinct title page of its own. It may be by the same author as the main part of the book or by a different author or authors, or it may be anonymous.

Begin the main card for a work requiring analytics as you would any main card, with the author of the first part of the book on the top line at the outer indention. On the line below give the title of the first part of the book only, followed by the imprint as it is generally given on the main card. If it happens to be a book of short stories or essays, etc., and the title is the title of the first story or essay and not a title covering the entire contents of the book, add after the title in brackets [and other stories] or [and other essays], and under *Contents:* give the various items in the book, including the first mentioned.

If the parts to be analyzed have distinct titles of their own, whether these parts are by the same author as the main part of the book or by different authors, or anonymous, and it does not seem feasible to bring them out in *Contents* (as when the title does not seem sufficiently inclusive) as shown above, leave one line blank after the main title and imprint and beginning at the title indention write the word "Includes": followed by a colon. On the same line continue and enumerate the titles of the parts to be analyzed, separating the items by semicolons. Carry out the second and succeeding lines to the author indention as you would for a note. If various parts have been written by different authors, or if one or more has been written by the same author as that of the main part of the book and another or others by different authors, add these authors to the titles in each case

preceded by a comma and the word "by" and the author with the initials of his forenames only and not inverted. If any of the parts are anonymous titles add the word "[anon.]" in brackets after such titles so that it will not be thought they are written by the main author or the author of the preceding analytic.

Title and subject cards are made as usual for the first part of the book. On the title card make no mention of the analytic parts. On the subject card repeat the *Contents:* or *Includes:* as they appear on the main card, if they would naturally fall under the same subject heading. If not omit them, unless the author of the analytic is well known and likely to be looked for under the subject and is different from the author of the main part of the book, in which case it would be better to make a separate subject analytic card for him even though that would necessitate a duplication of the subject heading under which the main part of the book had already appeared.

On the back of the main card trace all analytics made. If, however, there are too many entries to be indicated, trace for the *author* analytics only on the back of the main card, and on the back of each author analytic card trace the additional entries for that particular part. If there is no author analytic card all the tracing will have to be done on the main card. Indicate the fact in the tracing that the entries are analytics, preferably by writing after each "*anal.*"

824
R95

Ruskin, John.

Crown of wild olive; three lectures on work, traffic and war. 1894.

Includes: Lectures on architecture and painting; Inquiry into some of the conditions at present affecting the study of architecture in our schools; Sesame and lilies; Ethics of the dust; Art of England.

For tracing see cards below

○

Subject anals:
Books & reading } Sesame . . .
Women }
Architecture (Inquiry . . .)
Architecture } Lectures . . .
Painting }
Crystallography (Ethics . . .)
Painting } Art . . .
Eng. Painting }

---

5 auth. & title anals. (see contents)
War
Labor & laboring classes
Title

All entries, including all analytics, are traced on this main card.

or

For the same book with only *author* analytics traced.

○

for subject & title anals. see back of auth. anal. cards

---

5 auth. anals. (see contents)
War
Labor & laboring classes
Title

Author Analytic Card

When making the author analytic begin as you would for any main card, at the author indention with the author's name. In the title place give the title of that part of the book for which the analytic is being made, taking it from the separate title page if there is one, and if not, from the running title or caption title or chapter heading of that part or from the table of contents. When,

instead of making a separate author analytic for each title of consecutive chapters in the same book, (all by the same author), it would seem better to give them all on one card, do so, giving the titles one after another separated by semicolons. If the part analyzed is separately paged with a different imprint date, add this date after the title. If not give no imprint whatever, but in curves, one centimeter after the title, refer to the main author and title, the date, and the volume and inclusive pagination in which the part analyzed is to be found; e.g., begin by writing "in" followed by the main author, inverted, exactly as he appears on the main card. One-half centimeter after this give the main title briefly, one-half centimeter thereafter the imprint date, and one centimeter after the date the volume in which the part is to be found and the inclusive pages. When an analytic is in more than one volume, give both volume numbers followed by the paging in each, or the volume number only if it takes the whole volume.

If the author of the analytic is the same as the author of the main part of the book, do not repeat his name in the curves but write instead the possessive pronoun "*his*" or "*her*," as the case may be, "*their*" if they are joint authors, or "*its*" in the case of a society, etc. If the main part of the book is anonymous refer merely to the title. The only exception I should make to this would be for an analytic entry for individual biography, where the use of the possessive pronoun might be ambiguous and it is better to repeat the author's name in the curves. If the main entry referred to is an editor or compiler, add the abbreviation "*ed.*" or "*comp.*" after his name as on his own card.

If an analytic consists of chapters which are *not* consecutive, and the titles are all given on one card, give inclusive pagination one centimeter after each title or titles to which it applies, and omit the paging inside the curves. In such cases it is best to write the reference to the main work in parentheses on a separate line directly below the last item of the analytic, beginning at the title indention but going back to the author indention if it runs over the line. If the reference is written on the same line with the last item, it looks as though it belonged to that item only. Repeat the Call number in its usual place on all analytic cards.

Title Analytic Card

When making the title analytic write the title of the part to be brought out on the top line, beginning at the title indention. Give the date as you would on a regular title card only when the analytic has separate paging and a distinct title page. Otherwise

omit it. On the line below give the surname of the author of the analytic, and on the same line, one centimeter thereafter, repeat in curves the reference to the main part of the book exactly as it appears on the author analytic card.

Subject Analytic Card

Begin the subject analytic by writing the subject heading of the analyzed part in red ink on the top line, beginning at the second indention as for a regular subject card. Leave one line blank and give the surname of the author of the analytic and on the line below the title of the analytic followed by the information in curves repeated exactly as it appears on the author analytic card.

Sometimes, on the subject analytic card, instead of giving a distinct title for the part to be brought out it seems more desirable to give instead the title of the main part of the book, if that indicates sufficiently the contents of the part to be analyzed. In this case omit the curves and the reference to the main work within the curves, but after the title given alone with the date following add the volume number and the inclusive pagination. This may happen when the part of the work to be analyzed either has no separate title, or has too many chapter titles, or has a separate title which is practically a part of the main title.

I would not, however, recommend this form of subject analytic, if the author of the analytic is different from the author of the book as a whole, or if the analytic has a distinct title which gives desirable information not given by the main title of the book.

If Library of Congress printed catalog cards are used, write the author of the analytic or the title or the subject in the space above the top line printed entry, beginning (even the *author* in this case) at the title indention, with the word "see" one centimeter space after, and underline the item for which the entry was made either in the title or contents if given. Or (and I should recommend this method, if the blank space at the top of the printed card will allow it) instead of underlining the item as just suggested, after the word "*see*" refer to the volume in which the item is contained (if the work is in more than one volume) and to the pages in that volume, or to the latter only if the work is in one volume, and after that write the word "*in.*"

ANALYTICS

Scott, Sir Walter, bart.
Count Robert of Paris. 1904.

Includes: Castle Dangerous.

The analytic for this is separately paged.

Count Robert of Paris. 1904.
Scott.

Crusades (in fiction).

Scott.
Count Robert of Paris. 1904.

Scott, Sir Walter, bart.
Castle Dangerous. 1895. (in his Count Robert of Paris. 1904.)

Castle Dangerous. 1895.
Scott. (in his Count Robert of Paris. 1904.)

237
H85 **Howells, W. D.** and others.
In after days; thoughts on the future life. 1910.

Contents:
Counsel of consolation, by W. D. Howells; The Great hope, by E. S. Phelps; Is there existence after death, by J. Bigelow;

see next card.

237
H85 2

Beyond the veil, by J. W. Howe; Other side of mortality, by H. M. Alden; Future life, by T. W. Higginson; Future state, by W. H. Thomson; Life after this, by G. Ferrero; Is there a life after death, by H. James.

237
H85 In after days. 1910.
Howells, and others.

237
H85 ***Future life.***

Howells, and others.
In after days. 1910.

For contents see the main card.

237
H85 **Bigelow, John.**
Is there existence after death. (in Howells, W. D. and others. In after days. 1910. p. 42–66.)

237
H85 **Howells, W. D.**
Counsel of consolation. (in Howells, W. D. and others. In after days. 1910. p. 4–25.)

237
H85 **Howe, Mrs. Julia (Ward).**
Beyond the veil. (in Howells, W. D. and others. In after days. 1910. p. 67–92.)

237
H85 **Alden, H. M.**
Other side of mortality. (in Howells, W. D. and others. In after days. 1910. p. 93–118.)

237
H85 **Ward, Mrs. E. S.** (P.)
(The) Great hope. (in Howells, W. D. and others. In after days. 1910. p. 26–41.)

237
H85 **James, Henry, jr.**
Is there a life after death. (in Howells, W. D. and others. In after days. 1910. p. 187–232.)

237
H85 **Higginson, T. W.**
Future life. (in Howells, W. D. and others. In after days. 1910. p. 119–134.)

237
H85 **Thomson, W. H.**
Future state. (in Howells, W. D. and others. In after days. 1910. p. 135–160.)

237
H85 **Ferrero, Guglielmo.**
Life after this. (in Howells, W. D. and others. In after days. 1910. p. 161–186.)

Scott, Sir Walter, bart.
Black dwarf. 1895. 2v.

Includes: Old Mortality; Quentin Durward.

Black dwarf. 1895. 2v.
Scott.

Scott, Sir Walter, bart.
Old Mortality. (in his Black dwarf. 1895. v.2, p. 104–250.)

Old Mortality.
Scott. (in his Black dwarf. 1895. v.2, p. 104–250.)

Quentin Durward.
Scott. (in his Black dwarf. 1895. v.2, p. 252–470.)

Scott, Sir Walter, bart.
Quentin Durward. (in his Black dwarf. 1895. v.2, p. 252–470.)

Covenanters (in fiction).

Scott.
Old Mortality. (in his Black dwarf. 1895. v.2, p. 104–250.)

France. History. Capet & Valois period (in fiction).

Scott.
Quentin Durward. (in his Black dwarf. 1895. v.2, p. 252–470.)

621.4
K35

Kennedy, A. B. W.
Compressed air; experiments upon the transmission of power by compressed air in Paris (Popp's system). 1892. (Van Nostrand's science series, v. 106.)

Includes: Transmission and distribution of power from central stations by compressed air, by W. C. Unwin.

621.4
K35

Power transmission.

Kennedy.
Compressed air; experiments upon the transmission of power by compressed air in Paris (Popp's system). 1892. (Van Nostrand's science series, v. 106.)

Includes: Transmission and distribution of power from central stations by compressed air, by W. C. Unwin.

When the analyzed part with a different author is entered on the subject card of the main author.

621.4
K35

Unwin, W. C.
Transmission and distribution of power from central stations by compressed air. (in Kennedy, A. B. W. Compressed air. 1892. p. 8–98.)

621.4
K35 ***Compressed air.***

Kennedy.

Compressed air; experiments upon the transmission of power by compressed air in Paris (Popp's system). 1892. (Van Nostrand's science series, v. 106.)

621.4
K35 ***Compressed air.***

Unwin.

Transmission and distribution of power from central stations by compressed air. (in Kennedy, A. B. W. Compressed air. 1892. p. 8–98.)

When the analyzed part with a different author is repeated on a separate subject card under the same subject.

832
S33 **Schiller, J. C. F. von.**

Mary Stuart; trans. by J. Mellish. 1897. (Bohn's select library.)

Includes: The Maid of Orleans, trans. by Anna Swanwick.

832
S33 Mary Stuart. 1897.
Schiller.

832
S33 **Schiller, J. C. F. von.**

Maid of Orleans. (in his Mary Stuart. 1897. p. 208–437.)

832 Maid of Orleans.
S33 **Schiller.** (in his Mary Stuart. 1897. p. 208–437.)

832 Swanwick, Anna, tr.
S33 **Schiller.**
Maid of Orleans. (in his Mary Stuart. 1897. p. 208–437.)

832 Mellish, Joseph, tr.
S33 **Schiller.**
Mary Stuart. 1897.

828 **Thackeray, W. M.**
T36 Burlesques; with illustrations by the author, George Cruikshank and Richard Doyle. 1903.

Contents:
Legend of the Rhine; Rebecca and Rowena; Novels by eminent hands; From Cornhill to Grand Cairo; Juvenilia.

Author, subject & title analytics:
East, The
Palestine
Author analytics (5) (under Thackeray)
Title analytics (5) (see contents)
Essays & misc. (Eng.)
Satire & humor (Eng.)
Cruikshank, George, illus.
Doyle, Richard, illus.
Title

Tracing all analytics on back of main card.

828
T36 **Thackeray.**
Burlesques. 1903.

828
T36 Cruikshank, George, illus.
Thackeray.
Burlesques. 1903.

828
T36 Doyle, Richard, illus.
Thackeray.
Burlesques. 1903.

828 ***Satire and humor (English).***
T36
Thackeray.
Burlesques. 1903.

For contents see the main card.

or a fuller title.

828 ***Essays and miscellany (English).***
T36
Thackeray.
Burlesques; with illustrations by the author, George Cruikshank and Richard Doyle. 1903.

For contents see the main card.

828 **Thackeray, W. M.**
T36 Juvenilia. (in his Burlesques. 1903. p. 179–229.)

828
T36 Juvenilia.
Thackeray. (in his Burlesques. 1903. p. 179–229.)

828
T36 **Thackeray, W. M.**
From Cornhill to Grand Cairo. (in his Burlesques. 1903. p. 139–179.)

828
T36 From Cornhill to Grand Cairo.
Thackeray. (in his Burlesques. 1903. p. 139–179.)

828
T36 ***Palestine.***

Thackeray.
From Cornhill to Grand Cairo. (in his Burlesques. 1903. p. 139–179.)

828
T36 ***East, The.***

Thackeray.
From Cornhill to Grand Cairo. (in his Burlesques. 1903. p. 139–179.)

828
T36 **Thackeray, W. M.**
Novels by eminent hands. (in his Burlesques. 1903. p. 99–139.)

828
T36 Novels by eminent hands.
Thackeray. (in his Burlesques. 1903. p. 99–139.)

8 **Thackeray, W. M.**
6 Rebecca and Rowena. (in his Burlesques. 1903. p. 57–98.)

8 Rebecca and Rowena.
6 **Thackeray.** (in his Burlesques. 1903. p. 57–98.)

8 **Thackeray, W. M.**
6 Legend of the Rhine. (in his Burlesques. 1903. p. 4–56.)

8 Legend of the Rhine.
6 **Thackeray.** (in his Burlesques. 1903. p. 4–56.)

4 For criticism of
8 ***Goethe, J. W. von,***

see

Carlyle.
Goethe's Helena [and] Goethe. (in Carlyle, Thomas. Critical and miscellaneous essays. n. d. v. 1, p. 25–250.)

1.7 **Tollemache, Mrs. B. L. C.** (E.) tr.
5 Russian sketches, chiefly of peasant life; trans. from the Russian. 1913.

Contents:
Sealed angel, by N. C. Leescov; Peasant and The Fisherman, by D. Grigorovitch; Upas tree, by A. S. Pushkin; Cradle songs [anon.]; Poems of Nekrasov; Poems of Lermontov; Bells, by Count A. Tolstoy; Song of the cudgel [anon.]

891.7 Russian sketches. 1913.
T65 **Tollemache.**

891.7 ***Poetry, Russian.***
T65

Tollemache.
Russian sketches, chiefly of peasant life; trans. from the Russian. 1913.

For contents see the main card.

891.7 **Pushkin, A. S.**
T65 Upas tree. (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 99–189.)

891.7 Upas tree.
T65 **Pushkin.** (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 99–189.)

891.7 **Leescov, N. C.**
T65 Sealed angel. (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 5–98.)

891.7 Sealed angel.
T65 **Leescov.** (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 5–98.)

891.7 **Grigorovich, D. V.**
T65 (The) Peasant. (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 301–364.)

891.7 Peasant, The.
T65 **Grigorovich.** (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 301–364.)

891.7 **Grigorovich, D. V.**
T65 Fisherman. (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 365–384.)

891.7 Fisherman.
T65 **Grigorovich.** (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 365–384.)

Nekrasov, N. A. see
Nekrassov, N. A.

891.7 **Nekrassov, N. A.**
T65 Poems. (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 190–201.)

891.7
T65
Lermontov, M. Y.
Poems. (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 202–290.)

891.7
T65
Tolstoi, L. N. count.
Bells. (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 291–300.)

891.7
T65
Bells.
Tolstoi. (in Tollemache, Mrs. B. L. C. (E.) tr. Russian sketches. 1913. p. 291–300.)

793
B78
Bowmer, Ronald, Hitchcock, Ronald and Morant, Geoffrey.
Nine-days' queen. 1913.

Includes: Two's company, by E. E. Reynolds.

793
B78
Amateur theatricals.

Bowmer, Hitchcock and Morant.
Nine-days' queen. 1913.

Includes: Two's company, by E. E. Reynolds.

793
B78
Reynolds, E. E.
Two's company. (in Bowmer, Ronald, Hitchcock, Ronald and Morant, Geoffrey. Nine-days' queen. 1913. p. 110–256.)

793
B787 Two's company.
Reynolds. (in Bowmer, Ronald, Hitchcock, Ronald and Morant, Geoffrey. Nine-days' queen. 1913. p. 110–256.)

Morant, Geoffrey, joint author, see
Bowmer, Ronald, Hitchcock, Ronald and Morant, Geoffrey.

Hitchcock, Ronald, joint author, see
Bowmer, Ronald, Hitchcock, Ronald and Morant, Geoffrey.

378
C72 **Columbia university. Alumni association of the schools of science.**
Lists of the alumni of the schools of science of Columbia university. 1912.

Includes: Constitution of the Alumni association of the schools of science.

378
C72 ***Colleges & universities.***

Columbia university. Alumni association of the schools of science.
Lists of the alumni of the schools of science of Columbia university. 1912.

Includes: Constitution of the Alumni association of the schools of science.

378 C72 ***Scientific societies.***

Columbia university. Alumni association of the schools of science.

Lists of the alumni of the schools of science of Columbia university. 1912.

Includes: Constitution of the Alumni association of the schools of science.

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628 B93 **Bühler, F. A.**

Filters and filter presses for the separation of liquids and solids. 1914.

Includes: Theory of filtration and filtration in sugar factories and refineries, by J. J. Eastick.

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628 B93 Filters and filter presses for the separation of liquids and solids. 1914.
Bühler, F. A.

---

628 B93 ***Filtration.***

Bühler, F. A.

Filters and filter presses for the separation of liquids and solids. 1914.

---

628 B93 ***Filtration.***

Eastick, J. J.

Theory of filtration and filtration in sugar factories and refineries. (in Bühler, F. A. Filters and filter presses. 1914. p. 169–311.)

628
B93

Eastick, J. J.
Theory of filtration and filtration in sugar factories and refineries. (in Bühler, F. A. Filters and filter presses. 1914. p. 169–311.)

628
B93

Sugar.

Eastick, J. J.
Theory of filtration and filtration in sugar factories and refineries. (in Bühler, F. A. Filters and filter presses. 1914. p. 169–311.)

336
L79

Lloyd-George, David.
People's budget explained by the chancellor of the exchequer. 1909?

Includes: Finance bill as amended in committee and on report.

336
L79

People's budget explained by the chancellor of the exchequer. 1909?
Lloyd-George.

336
L79

England. Finance.

Lloyd-George.
People's budget explained by the chancellor of the exchequer. 1909?

Includes: Finance bill as amended in committee and on report.

336
L79

Finance.

Lloyd-George.
People's budget explained by the chancellor of the exchequer. 1909?

Includes: Finance bill as amended in committee and on report.

336
L79

Great Britain. Statutes.
Finance bill as amended in committee and on report. (in Lloyd-George, David. People's budget explained by the chancellor of the exchequer. 1909? p. 100–196.)

336
L79

Great Britain. Treasury dept.
People's budget explained by the chancellor of the exchequer: David Lloyd-George. 1909?

Great Britain. Chancellor of the exchequer, see
Great Britain. Treasury dept.

George, David Lloyd-, see
Lloyd-George, David.

Tarkington, Booth.
In the arena; stories of political life. 1905.

Contents:
Boss Gorgett; Aliens; Need of money; Hector; Mrs. Protheroe; Great men's sons.

In the arena. 1905.
Tarkington.

Short stories.

Tarkington.
In the arena; stories of political life. 1905.

For contents see the main card.

Boss Gorgett.
Tarkington. (in his In the arena. 1905. p. 1–17.)

Need of money.
Tarkington. (in his In the arena. 1905. p. 18–29.)

Hector.
Tarkington. (in his In the arena. 1905. p. 30–68.)

Mrs. Protheroe.
Tarkington. (in his In the arena. 1905. p. 69–82.)

Great men's sons.
Tarkington. (in his In the arena. 1905. p. 83–106.)

Aliens.
Tarkington. (in his In the arena. 1905. p. 107–195.)

Tarkington, N. B. see
Tarkington, Booth.

Not absolutely necessary.

Thackeray, W. M.
Christmas books of Mr. M. A. Titmarsh. n. d.

Contents:
Mrs. Perkins's ball; Our street; Dr. Birch; Kickleburys on the Rhine.

Includes: Rose and the ring; Book of snobs; Ballads.

Christmas books. n. d.
Thackeray.

Thackeray, W. M.
Rose and the ring. (in his Christmas books. n. d. p. 4–59.)

Rose and the ring.
Thackeray. (in his Christmas books. n. d. p. 4–59.)

Titmarsh, Mr. M. A. pseud. see
Thackeray, W. M.

Thackeray, W. M.
Book of snobs. (in his Christmas books. n. d. p. 59–109.)

Book of snobs.
Thackeray. (in his Christmas books. n. d. p. 59–109.)

Satire & humor (English).

Thackeray.
Book of snobs. (in his Christmas books. n. d. p. 59–109.)

Thackeray, W. M.
Ballads. (in his Christmas books. n. d. p. 109–159.)

Ballads.
Thackeray. (in his Christmas books. n. d. p. 109–159.)

Poetry, English.

Thackeray.
Ballads. (in his Christmas books. n. d. p. 109–159.)

808.5
P46

Pertwee, Ernest, ed.
Reciter's treasury of verse, serious and humorous. 1904.

Includes: Art of speaking, by Ernest Pertwee.

808.5
P46

Reciter's treasury of verse. 1904.
Pertwee.

808.5
P46

Readers & speakers.

Pertwee.
Reciter's treasury of verse, serious and humorous. 1904.

Includes: Art of speaking.

808.5
P46

Elocution.

Pertwee.
Reciter's treasury of verse, serious and humorous. 1904.

Includes: Art of speaking.

808.5
P46R

Pertwee, Ernest.
Art of speaking. (in his Reciter's treasury of verse, serious and humorous. 1904. p. 6–96.)

808.5 Art of speaking.
P46R **Pertwee.** (in his Reciter's treasury of verse, serious and humorous. 1904. p. 6–96.)

Not needed in very small library.

Recitations, see Readers & speakers

824 **Müller, Max.**
M94 Chips from a German workshop. 1887–90. 5v.

Contents:
v. 1 Essays on the science of religion.
v. 2 Essays on mythology, traditions and customs.
v. 3 Essays on literature, biography and antiquities.

see next card

824 2
M94 v. 4 Essays chiefly on the science of language; with index to v. 3 and 4.
v. 5 Miscellaneous later essays.

824 Chips from a German workshop. 1887–90. 5v.
M94 **Müller.**

824 ***Religions.***
M94

Müller.
Chips from a German workshop. 1887–90. v. 1.

824
M94

Folk-lore.

Müller.
Chips from a German workshop. 1887–90. **v. 2.**

824
M94

Mythology.

Müller.
Chips from a German workshop. 1887–90. **v. 2.**

824
M94

German literature.

Müller.
Chips from a German workshop. 1887–90. **v. 3.**

824
M94

Joinville, Jean, sire de.

Müller.
Chips from a German workshop. 1887–90. **v. 3.**

824
M94

Language.

Müller.
Chips from a German workshop. 1887–90. **v. 4.**

824
M94

Liberty.

Müller.
Chips from a German workshop. 1887–90. **v. 5.**

824
M94 ***Spelling.***

Müller.
Chips from a German workshop. 1887–90. v. 5.

Müller, F. M. see
Müller, Max.

817
A51 **Clemens, S. L.** (Mark Twain, pseud.)
Colonel Mulberry Sellers. v. 2, p. 10–48; Notorious jumping frog of Calaveras county. v. 2, p. 101–115.
(in American wit and humor. 1907.)

Weyman, S. J.
Laid up in lavender. 1907.

Contents:
Lady Betty's indiscretion; Surgeon's guest; Colonel's boy; Good man's dilemma; Bab; Gerald; Joanna's bracelet; Body-birds of court; Vicar's secret; The Other Englishman; King Pepin and Sweet Clive; Family portraits.

Laid up in lavender. 1907.
Weyman.

Weyman, S. J.
Lady Betty's indiscretion. (in his Laid up in lavender. 1907. p. 3–27.)

335
F11

Fabian essays in socialism, by G. B. Shaw, Sidney Webb, William Clarke, Sydney Olivier, Annie Besant, Graham Wallas and Hubert Bland; ed. by G. B. Shaw. 1909.

Contents:
Fabian society and its work, by William Clarke;
Basis of socialism: Economic, by G. B. Shaw,

see next card

335
F11

2

Historic, by Sidney Webb, Industrial, by William Clarke, Moral, by Sydney Olivier; Organization of society: Property under socialism, by Graham Wallas, Industry under socialism, by Annie Besant; Transition to social democracy: Transition, by G. B. Shaw, The Outlook, by Hubert Bland; Index.

or, this book may be entered under Shaw (see card below)

335
S53

Shaw, G. B., ed.
Fabian essays in socialism, by G. B. Shaw, Sidney Webb, William Clarke, Sydney Olivier, Annie Besant, Graham Wallas and Hubert Bland. 1909.

Contents:
Fabian society and its work, by William Clarke;
Basis of socialism: Economic, by G. B. Shaw, etc.

335
F11

Clarke, William.
Fabian society and its work. (in Fabian essays in socialism. 1909. p. 1–62.)

or, see card below

335 **Clarke, William.**
S53 Fabian society and its work. (in Shaw, G. B. ed. Fabian essays in socialism. 1909. p. 1–62.)

USE OF LIBRARY OF CONGRESS CARDS FOR ANALYTIC ENTRIES

917.8 ***Palliser, John,*** see p. 275, in
G86 **Grinnell, George Bird,** 1849–
Beyond the old frontier; adventures of Indian-fighters, hunters, and fur-traders, by George Bird Grinnell . . . New York, C. Scribner's sons, 1913.
xii, 374 p. front., plates, ports., map, plan. 20½cm. $1.50
CONTENTS.—An early fur trader, [Alexander Ross]—Fur hunters of the far West.—When beaver skins were money.—George Frederick Ruxton, hunter.—A boy in Indian camps [Lewis H. Garrard]—The solitary hunter [John Palliser]—The council at Fort Benton, 1865.
1. Frontier and pioneer life—The West. 2. Indians of North America—The West. 3. Fur trade—The West. 4. Ross, Alexander, 1783–1856. 5. Ruxton, George Frederick Augustus, 1820–1848. 6. Garrard, Lewis Hector. 7. Palliser, John, 1807–1887. 1. Title. 13–19510
Library of Congress F591.G84
Copyright A 354230

or

917.8 ***Ross, Alexander,*** see
G86 **Grinnell, George Bird,** 1849–
Beyond the old frontier; adventures of Indian-fighters, hunters, and fur-traders, by George Bird Grinnell . . . New York, C. Scribner's sons, 1913.
xii, 374 p. front., plates, ports., map, plan. 20½cm. $1.50
CONTENTS.—An early fur trader [Alexander Ross]—Fur hunters of the far West.—When beaver skins were money.—George Frederick Ruxton, hunter.—A boy in Indian camps [Lewis H. Garrard]—The solitary hunter [John Palliser]—The council at Fort Benton [1865]
1. Frontier and pioneer life—The West. 2. Indians of North America—The West. 3. Fur trade—The West. 4. Ross, Alexander, 1783–1856. 5. Ruxton, George Frederick Augustus, 1820–1848. 6. Garrard, Lewis Hector. 7. Palliser, John, 1807–1887. 1. Title. 13–19510
Library of Congress F591.G84
Copyright A 354230

Independents

Books or pamphlets (more often the latter) published independently and afterwards bound together, sometimes by the publisher, sometimes by the library, are usually spoken of as "Independents," but are to be treated exactly like analytics with separate title pages, except that on the analytic cards (author, title, or subject) in the curves, the words "*bound with*" are substituted for the "*in.*"

On the main card for the first story, work or pamphlet so bound, give in *Contents* or *Includes* the titles, with their authors, of the other works bound with it if not *too* numerous. If too numerous to mention thus, add a note stating "Other pamphlets, or stories—whatever it may happen to be—by the same (or, by different) authors bound with this"; or, after the title of the first add in brackets "[and other pamphlets by the same (or, by different) authors]." The note is preferable.

821.7
M66 **Brooke, Rev. S. A.**
Milton. 1884. (Classical writers.)

Includes: Demosthenes, by S. H. Butcher.

821.7
M66 **Butcher, S. H.**
Demosthenes. 1901. (Classical writers.) (bound with Brooke, Rev. S. A. Milton. 1884.)

821.7
M66 ***Demosthenes.***

Butcher.
Demosthenes. 1901. (Classical writers.) (bound with Brooke, Rev. S. A. Milton. 1884.)

821.7
M66 ***Milton, John.***

Brooke.
Milton. 1884. (Classical writers.)

Green, Rev. J. R. ed. see
Classical writers.

Classical writers; ed. by Rev. J. R. Green.
2 **Mahaffy.** Euripides. 1879.
21
1.7 **Brooke.** Milton. 1884.
56 Includes: Demosthenes, by Butcher. (*This may be omitted on the series card.*)

The editor of the series may be omitted.

---

1 **Lawrence, W. B.**
2 Address delivered at the opening of the eleventh exhibition of the American academy of the fine arts, May 10, 1825. 1826.

Includes: Address delivered before the American institute, by J. P. Kennedy; Address delivered at the Reformed Dutch church, by G. M. Wilkins; Address before the American institute at the close

see next card

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1 2
2 of its fourteenth annual fair, by J. Tallmadge; Principles of the American revolution, an oration delivered July 4, 1842, in the Dutch church, village of Jamaica, L. I., by W. Betts.

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1 ***Art.***
2

Lawrence.
Address delivered at the opening of the eleventh exhibition of the American academy of the fine arts, May 10, 1825. 1826.

704
L42

Wilkins, G. M.

Address delivered at the Reformed Dutch church, at West Farms, July 4, 1840. 1840. (bound with Lawrence, W. B. Address. 1826.)

704
L42

Betts, William.

Principles of the American revolution; an oration delivered July 4, 1842, in the Dutch church, village of Jamaica, L. I., at a celebration of the sixty-sixth anniversary of American independence. 1842. (bound with Lawrence, W. B. Address. 1826.)

704
L42

United States. History. Revolutionary period, 1775-89.

Betts.

Principles of the American revolution; an oration delivered July 4, 1842, in the Dutch church, village of Jamaica, L. I. at a celebration of the sixty-sixth anniversary of American independence. 1842. (bound with Lawrence, W. B. Address. 1826.)

704
L42

Kennedy, J. P.

Address delivered before the American institute, at Chatham-street chapel in the City of New York, October 17, 1833. 1833. (bound with Lawrence, W. B. Address. 1826.)

704
L42

Tariff.

Kennedy.

Address delivered before the American institute, at Chatham-street chapel in the City of New York, October 17, 1833. 1833. (bound with Lawrence, W. B. Address. 1826.)

704
L42

Tallmadge, James.

Address before the American institute, at the close of its fourteenth annual fair, on the 26th of October, 1841; pub. by order of the managers. 1841. (bound with Lawrence, W. B. Address. 1826.)

704
L42

Commerce.

Tallmadge.

Address before the American institute, at the close of its fourteenth annual fair, on the 26th of October, 1841; pub. by order of the managers. 1841. (bound with Lawrence, W. B. Address. 1826.)

CHAPTER XVII

SERIES

When a book is one of a series important enough to be noted, add the *series note* in curves one centimeter after the imprint on the main and subject cards. It need not be given on the title, editor or other secondary cards. Omit the word "series" if the name of the series is complete without it, even though it is so given in the book; e.g., (International education series.) *but* (American statesmen.) As a rule omit the name of the publisher in the series; e.g., (Riverside literature series.) *not* (Houghton's Riverside literature series.)

Do not confuse the edition note with the series note, but when the designation of an edition is in the nature of a series give it in a series note if you consider it important enough to give at all; e.g., (Riverside edition.) (Household edition.) etc.

The editor of a series, even though given in the book, should be omitted from the series *note*, except in the *very rare* cases where the series is best known by the editor's name. In every other respect the form of the name for a series in the series note should correspond to the heading used on the *series card.* Do not abbreviate the word "series."

Mention of the series is not always made on the main title page of the book, even when it is an important or well-known one, so a careful search is usually necessary. It may be noted on the half title page, at the head of the advertising page, on the cover or in some other place selected by the publisher.

377	**Adler, Felix.**
A23	Moral instruction of children. 1902c1892.
	(International education series, v. 21.)

While the series note may be used for all series if desired, make the *series card* only for the more important series, which you will find are generally limited to some specific subject, as their names indicate; e.g., International scientific series; International educa-

tion series; American statesmen; English statesmen; Story of the nations; Eclectic school readings; English men of letters; American commonwealths; etc., etc. Do not ordinarily make series cards for publishers' miscellaneous series, such as Everyman's library, or for unimportant or cheap series.

When making the series card, begin on the top line, at the outer or author indention, with the name of the series, whether it has an editor or not. In the former case include the editor in the heading, without inversion and with secondary fullness, preceded by a semicolon and "ed. by." For very brief cataloging omit mention of the editor even on the series card. If the heading requires more than one line begin the second and succeeding lines at the title indention.

If there are two or three editors of a series include *all* in the heading, but if there are more than three give the first mentioned only followed by the phrase "and others." Make a reference from each editor, separately and independently, to the series. If different editors have edited the series at different times, give them both on the series card as though editing at the same time, or omit altogether if unimportant. Make, however, the usual reference.

On the line below begin the surname of the author of the first book to be entered, at the title indention, and one centimeter thereafter, on the same line, give the title in brief. One centimeter after that the imprint date (or its substitute as given on short entry cards) and one centimeter after that the number of volumes if there is more than one. Enter the call number in the left margin *opposite each entry.*

Enter as many separate works in the series on the same card as you have space for. Additional or extension cards may be used if required, according to directions already given for the use of such cards in *Contents*, etc.

The entry for each book on the series card consists of its call number, the author's surname, a brief title, the imprint date or its substitute as it is given on the title card, and the number of volumes if there is more than one. This necessitates two lines or more for each entry for all works of non-fiction, and one line, or more if needed, for all works of fiction, the latter requiring no class number or no call number at all.

If the volumes of a series are numbered, the volume numbers may, if desired, be included at the end of the series note, preceded by a comma, and on the *series card* they should be given in the usual place for volume numbers (between the two vertical lines, or between the author and title indention), and the title of the

books in the series on the series card would in such case be arranged numerically instead of alphabetically. This need not be done, however, except when necessary to show some particular order in which the books should be read, as, for example, when the volumes of a history series come in consecutive or chronological order, etc.

If the volumes of a series are not numbered, arrange the entries alphabetically by authors, or, in case the series is one of individual biographies, alphabetically by biographees, as far as possible. If the volumes are numbered, and it is found *desirable*, or deemed necessary (as would be the case of books published in chronological order) arrange the entries numerically by the volume numbers. This rule cannot in either case be arbitrarily adhered to, as additional volumes are added to the series card from time to time in the order in which they are added to the library, and an alphabetical or numerical arrangement therefore would necessitate frequent rewriting of the series card.

The series card is the only card on which a secondary entry begins at the author indention and an author entry at the title indention.

Treat the remaining volumes in the series in the same way, allowing two lines, (or more if needed) for each, because of the call number except for works of fiction when one line will suffice unless the entry requires the extra line.

Harris, W. T. ed. see
International education series.

International education series; ed. by W. T. Harris.

377 A23	**Adler.** Moral instruction of children. 1902.
150 B18	**Baldwin.** Psychology applied to the art of teaching. 1898.
150 C73	**Compayre.** Development of the child in later infancy. 1902.
379 K64	**Klemm.** European schools. 1897.

American nation; ed. by A. B. Hart.

940 C53 — v. 1 **Cheyney.** European background of American history. 1904.

970.1 F24 — v. 2 **Farrand.** Basis of American history. 1904.

973.2 B77 — v. 3 **Bourne.** Spain in America. 1904.

see next card

2

973.2 T98 — v. 4 **Tyler.** England in America. 1904.

973.2 A56 — v. 5 **Andrews.** Colonial self-government. 1904.

973.2 G79 — v. 6 **Greene.** Provincial America, 1690–1740. 1905.

Hart, A. B. ed. see
American nation.

If the series is one of *individual biographies*, arrange the entries on the series card by the biographees, the surname only, a comma, followed by "by" and the author given with secondary fullness. If, however, all the books in a series are not individual biography, enter *all* titles according to the usual rule.

American statesmen; ed. by J. T. Morse, jr.

B A211A — **Charles Francis Adams,** by C. F. Adams, jr. 1900.

B R193A — **Randolph,** by Henry Adams. 1899.

B S553B — **Sherman,** by T. E. Burton. 1906.

B M182G — **Madison,** by S. H. Gay. 1899.

Morse, J. T. jr., ed. see
American statesmen.

Series by One Author

When all the books of a series are by one author, it is better to make a series card under the name of the author instead of the main card under his name for each individual book.

When making such a card begin with the author's name as usual on the top line at the author indention. On the line below, beginning at the title indention, give the name of the series as though it were the title of a single book, going back to the author indention if the title requires more than one line. On the line below that, beginning at the title indention, enter the first book in the series, followed by the date and number of volumes as they are usually given on the title card. Add the remainder of the books in the series in the same way, keeping all entries at the second indention, and allowing the allotted number of lines for each volume. The entries on this series card are given exactly as on a regular series card except that the author, being given in the heading, is not repeated for each individual book. Spacing need not be left for volumes missing in a series except for a series by a single author, particularly in a series of fiction, where the works should be read consecutively. In such case space should be left for any volumes which the library lacks that they may be added in their proper places when received, and titles of such series should be entered in sequence.

Parkman, Francis.
France and England in North America.

970 P24P1 pt. 1 Pioneers of France in the new world.

970 P24P2 pt. 2 Jesuits in North America in the seventeenth century.

970 P24P3 pt. 3 La Salle and the discovery of the great West.

970 P24P4 pt. 4 Old régime in Canada.

see next card

2

970 P24P5 pt. 5 Count Frontenac and New France under Louis XIV.
pt. 6

970 P24P7 pt. 7 Montcalm and Wolfe.

Dumas, Alexandre.
Valois romances (1572–1585).
1. Marguerite de Valois. 1882. 2v.
2. (La) Dame de Monsoreau. 1886.
3. Forty-five. 1889.

Brady, Rev. C. T.
American fights and fighters.

973 B81 Colonial fights and fighters.

973.8 B81 Indian fights and fighters.

970.1 B81 Northwestern fights and fighters.

973 B81R Revolutionary fights and fighters.

980 B81 South American fights and fighters.

Arnold, S. L., Bonney, Mrs. E. C. (W.) and Southworth, E. F.
See and say series.

371.3 A75 Bk. 1 Picture book teaching.

Kent, C. F.
Historical Bible.
221 K37 v. 1 Heroes and crises of early Hebrew history, from the creation to the death of Moses. 1908.
222 K37 v. 2 Founders and rulers of united Israel, from the death of Moses to the division of the Hebrew kingdom. 1908.

Johnson, Clifton.
American highways and byways.
917.3 J66 Highways and byways of the Great Lakes. 1911.
917.7 J66 Highways and byways of the Mississippi valley. 1906.
917.9 J66 Highways and byways of the Pacific coast. 1908.

A series entered under the author's name should have a reference from the title of the series to the author heading; e.g.,

France and England in North America, see **Parkman, Francis.**

American fights and fighters, see **Brady, Rev. C. T.**

See and say series, see **Arnold, S. L., Bonney, Mrs. E. C. (W.) and Southworth, E. F.**

Famous women of the French court, see
Imbert de Saint Amand, A. L., baron.

Historical Bible, see
Kent, C. F.

American highways and byways, see
Johnson, Clifton.

Valois romances, see
Dumas, Alexandre.

An exception should be made to the general rule that cross references need not be traced on the main card. Cross references from the editor to the series or from the series title to the author should be traced.

If the author of the book and the editor of the series are the same, make the series card as usual but omit the reference from the editor to the series, and omit the repetition of the author in the contents on the series card. His name in the heading will suffice.

A series for which the editor has written *some* of the books but not all does not come under this head.

Art of life series; ed. by E. H. Griggs.

179 G85 **Griggs.** Use of the margin. 1907.

215 B26 **Barnes.** Where knowledge fails. 1907.

170 H63 **Higginson.** Things worth while. 1908.

170 G85 **Griggs.** Human equipment. 1909.

Griggs, E. H. ed. see
Art of life series.

Imbert de Saint-Amand, A. L. baron.
Famous women of the French court.

B	Marie Antoinette and the end of the old régime.
M334 I1	1899.
B	Marie Antoinette at the Tuileries. 1900.
M334 I2	
B	Marie Antoinette and the downfall of royalty.
M334 I	1900.

see next card

2

B	Citizeness Bonaparte. 1899.
J83 I2	
B	Wife of the First consul. 1901.
J83 I3	
B	Court of the Empress Josephine. 1901.
J83 I4	
B	Happy days of the Empress Marie Louise.
M3342 I1	1898.

see next card

3

B	Marie Louise and the decadence of the empire.
M3342 I2	1899.
B	Marie Louise and the invasion of 1814. 1900.
M3342 I3	
B	Marie Louise, the island of Elba and the hundred
M3342 I4	days. 1899.
B	Youth of the Duchess of Angouleme. 1899.
A593 I1	

see next card

4

B
A593 I2 Duchess of Angouleme and the two restorations. 1897.

B
B534 I1 Duchess of Berry and the court of Louis XVIII. 1898.

B
B534 I2 Duchess of Berry and the court of Charles X. 1894.

B
B534 I3 Duchess of Berry and the Revolution of 1830. 1893.

Saint-Amand, Imbert de, see
Imbert de Saint-Amand, A. L. baron.

B
J83 I2 ***Courtiers.***

Imbert de Saint-Amand.
Court of the Empress Josephine; trans. by T. S. Perry. 1901 c1890. (Famous women of the French court.)

B
J83 I2 ***France. History. First empire, 1804-15.***

Imbert de Saint-Amand.
Court of the Empress Josephine; trans. by T. S. Perry. 1901 c1890. (Famous women of the French court.)

B
J83 I2 ***Josephine, empress of the French.***

Imbert de Saint-Amand.
Court of the Empress Josephine; trans. by T. S. Perry. 1901 c1890. (Famous women of the French court.)

American scenic and historic preservation society.
[Publications.]

974.71 **Bolton.** Washington's headquarters, New York.
B69 1903.

974.71 **Hall.** McGown's Pass and vicinity. 1905.
H17

974.72 **Hall.** Philipse manor hall at Yonkers; the site,
H17M the building and its occupants. 1912.

Washington (D. C.) Carnegie Institution.
Publications.

541 no. 180 **Jones.** Freezing-point lowering. 1913.
J77F

566 no. 181 **Case,** Williston and Mehl. Permo-carboni-
C33 ferous vertebrates from New Mexico. 1913.

---

566 **Case, E. C.,** Williston, S. W. and Mehl, M. G.
C33 Permo-carboniferous vertebrates from New Mexico. 1913. (Washington, D. C. Carnegie Institution. Publication no. 181.)

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566 ***New Mexico. Paleontology.***
C33

Case, Williston and Mehl.
Permo-carboniferous vertebrates from New Mexico. 1913. (Washington, D. C. Carnegie Institution. Publication no. 181.)

566
C33

Paleontology.

Case, Williston and Mehl.
Permo-carboniferous vertebrates from New Mexico. 1913. (Washington, D. C. Carnegie Institution. Publication no. 181.)

Fossils, see
Paleontology

566
C33

Vertebrates.

Case, Williston and Mehl.
Permo-carboniferous vertebrates from New Mexico. 1913. (Washington, D. C., Carnegie Institution. Publication no. 181.)

566
C33

Permo-carboniferous vertebrates from New Mexico. 1913.
Case, Williston and Mehl.

Williston, S. W. joint author, see
Case, E. C., Williston, S. W. and Mehl, M. G.

Mehl, M. G. joint author, see
Case, E. C., Williston, S. W. and Mehl, M. G.

CHAPTER XVIII

PARTIAL AND CHANGED TITLES

For books published or translated under different titles or well known under certain parts of the regular title (the running-title, the binder's title, the half-title, the cover title, the sub-title, etc.) make the main or author card as usual, giving the title as it appears on the title page, but adding a note, stating that the book has been published or translated under a different title. Follow the same usage if the catch or binder's title is not part of the title on the title-page, whenever in fact the special title is not actually a *partial* title, saying "Same book pub. under title..." or "Same book trans. under title..."; "Binder's title reads...," etc. Make the title card as usual if the book calls for such a card, but in addition (unless a subject entry will take its place) make an *added* title card or cards for the changed or partial title under which the book is known; e.g., make a title card beginning on the top line at the title indention with the special title to be brought out (partial title, changed title, etc.), but omit date and volumes. On the line below give the author's surname, beginning at the outer indention. On the line below the author give the title of the book as it appears on the main card, followed by the date and number of volumes as they usually appear on the title card. Write the call number in its usual place. If the library possesses only *one* of the titles, add to the partial title card the word "see" one centimeter after the title given as the top line entry on this card. On subject cards repeat the note given on the main card.

If the library possesses the same book under different titles catalog each separately, making a main card for each, with an explanatory note, assigning a different call number to each. In recent years there have been many examples of books published in America and in England with differing titles for the American and English editions.

In this case, if the library possesses both editions, make a regular title card for *each* edition instead of a partial or changed title card, and, though notes do not usually appear on title cards, repeat on each title card the note as given on the main card for that edition.

If an author has written many books, and consequently there are many author cards under his name in the catalog, there is a corresponding chance of not finding a book which has been published under more than one title. As a rule do not make a main card under the changed title unless you have the work in the library. If, however, there is the possibility of the book being remembered or sought for under the author, and there are many cards in the catalog under his name, I recommend making a main entry reference for the changed title so that it will appear in its alphabetic place under the author.

On the top line at the author indention give the author as usual, with secondary fullness. On the line below, at the inner indention, the changed title (the one *not* in the library), followed by a comma and one centimeter thereafter the word "see." On the line below that repeat the author entry as it was given above and on the line below that the title as it appears on the main card (the one you *have* in your library) with the date and the number of volumes as they usually appear on a main card and with the call number of the work in the library in its customary place.

On subject cards for books with changed or partial titles, etc., repeat the note given on the main card.

Trace all partial titles, etc., under which added entries are made on the back of the main card, specifying the initial word of the entry when the catch phrase is not perfectly obvious.

PARTIAL TITLE

821 **Langland, William.**
L28 Vision of Piers the Plowman; an English poem of the fourteenth century done into modern prose. 1895.

821 Vision of Piers the Plowman. 1895.
L28 **Langland.**

821 Piers the Plowman.
L28 **Langland.**
Vision of Piers the Plowman; an English poem of the fourteenth century done into modern prose. 1895.

625
B63 **Blanchard, A. H.** and Drowne, H. B.
Text-book on highway engineering. 1914.

625
B63 ***Roads, streets & pavements.***

Blanchard and Drowne.
Text-book on highway engineering. **1914.**

625 Highway engineering.
B63 **Blanchard** and Drowne.
Text-book on highway engineering. **1914.**

Drowne, H. B. joint author, see
Blanchard, A. H. and Drowne, H. B.

CHANGED TITLES

Amicis, Edmond de.
Heart; a school boy's journal; trans. by **I. F.** Hapgood. c1901.

Same book pub. under the title "Cuore."
or
Same book trans. under the title "Cuore."

Cuore, see
Amicis, Edmond de.
Heart; a school boy's journal. **c1901.**

Heart. c1901.
Amicis, Edmond de.

Hapgood, I. F. tr.
Amicis, Edmond de.
Heart; a school boy's journal. c1901.

914.6
F62
Flitch, J. E. C.
Idler in Spain; the record of a Goya pilgrimage. 1914.

Same book pub. under the title "Little journey in Spain."

914.6
F62
Idler in Spain. 1914.
Flitch.

Same book pub. under the title "Little journey in Spain."

914.6
F62
Spain. Description and travel.

Flitch.
Idler in Spain; the record of a Goya pilgrimage. 1914.

Same book pub. under the title "Little journey in Spain."

914.6
F62

Goya y Lucientes, Francisco.

Flitch.
Idler in Spain; the record of a Goya pilgrimage. 1914.

Same book pub. under the title "Little journey in Spain."

914.6
F62

For criticism of
Goya y Lucientes, Francisco,
see
Flitch.
Idler in Spain; the record of a Goya pilgrimage. 1914.

Same book pub. under the title "Little journey in Spain."

914.6
F62L

Flitch, J. E. C.
Little journey in Spain; notes of a Goya pilgrimage. 1914.

Same book pub. under the title "Idler in Spain."

914.6
F62L

Little journey in Spain. 1914.
Flitch.

Same book pub. under the title "Idler in Spain."

914.6
F62L

Spain. Description and travel.

Flitch.
Little journey in Spain; notes of a Goya pilgrimage. 1914.

Same book pub. under the title "Idler in Spain."

914.6
F62L

Goya y Lucientes, Francisco.

Flitch.
Little journey in Spain; notes of a Goya pilgrimage. 1914.

Same book pub. under the title "Idler in Spain."

914.6
F62L

For criticism of
Goya y Lucientes, Francisco,
see
Flitch.
Little journey in Spain; notes of a Goya pilgrimage. 1914.

Same book pub. under the title "Idler in Spain."

Tolstoi, L. N. count.
Family happiness; a romance from the Russian by N. H. Dole. 1888.

Same book trans. under the title "Katia."

Family happiness. 1888.
Tolstoi.

Same book trans. under the title "Katia."

Tolstoi, L. N. count.
Katia, see
Tolstoi, L. N. count.
Family happiness. 1888.

Katia, see
Tolstoi, L. N. count.
Family happiness. 1888.

973.6
A93

Autobiography of an English soldier in the United States army. 1853. 2v.

Reprinted 1860 under the title "Mexican war by an English soldier."

973.6
A93

United States. History. War with Mexico, 1845-61.

Autobiography of an English soldier in the United States army. 1853. 2v.

Reprinted 1860 under the title "Mexican war by an English soldier."

973.6
M61 Mexican war, by an English soldier; comprising incidents and adventures in the United States and Mexico with the American army. 1860.

Added title page, illustrated, reads "Adventures of an English soldier in the United States army."
English edition (London, 1853) pub. in 2v. under the title "Autobiography of an English soldier in the United States army."

973.6
M61 ***United States. History. War with Mexico, 1845-61.***

Mexican war, by an English soldier; comprising incidents and adventures in the United States and Mexico with the American army. 1860.

Added title page, illustrated, reads "Adventures of an English soldier in the United States army."
English edition (London, 1853) pub. in 2v.

see next card

973.6
M61 2
under the title "Autobiography of an English soldier in the United States army."

Adventures of an English soldier in the United States army, see
Mexican war, by an English soldier.

Mexican War, see
United States. History. War with Mexico, 1845-61

945
C89 **Crawford, F. M.**
Salve Venetia. 1905. 2v.

Same book pub. under the titles "Gleanings from Venetian history"; "Venice, the place and the people."

945
C89 Salve Venetia. 1905. 2v.
Crawford.

Same book pub. under the titles "Gleanings from Venetian history"; "Venice, the place and the people."

945
C89V **Crawford, F. M.**
Venice, the place and the people. 1909. 2v.

Same book pub. under the titles "Gleanings from Venetian history"; "Salve Venetia."

945
C89V ***Venice.***

Crawford.
Venice, the place and the people. 1909. 2v.

Same book pub. under the titles "Gleanings from Venetian history"; "Salve Venetia."

945
C89G **Crawford, F. M.**
Gleanings from Venetian history. 1905. 2v.

Same book pub. under the titles "Salve Venetia"; "Venice, the place and the people."

945 C89G — Gleanings from Venetian history. 1905. 2v. Crawford.

Same book pub. under the titles "Salve Venetia"; "Venice, the place and the people."

CHAPTER XIX

COLLECTIVE BIOGRAPHY.—FAMILY BIOGRAPHY AND GENEALOGY.—INDIVIDUAL BIOGRAPHY, INCLUDING AUTOBIOGRAPHY

Treat works of collective biography exactly as you would any other book, except that contents are invariably given unless the items are too numerous. A subject analytic entry is generally made under the name of each biographee, in libraries with small or moderate collections, and under the more important ones, if treated at sufficient length to warrant it, in the larger libraries. For such entries see "Analytics," under which head further details are given.

The subject heading "Biography" may be used for works of a general character. But biographies which treat collectively of specific classes of people should be placed under specific headings; e.g., Authors, Engineers, Artists, Musicians, Merchants, Actors, Lawyers, Inventors, etc., etc.

For Genealogical Works or Family Biographies

Make the main card as usual, and follow directions already given for secondary entries under title, editor, translator, etc.

The subject entry for the genealogy or biography of a special family should consist of the name of that family in the heading followed by the word "family;" e.g.,

Thompson family.

If the particular work in hand traces descent from one certain ancestor or branch of the family more specifically, make the heading read specifically, and add the dates of birth and death if needed, as you would for individual biography; e.g.,

Thompson, A. J. 1799-1861, family.

920	Guerber, H. M. A.
G92	Empresses of France. 1901.
	Contents:
	Josephine; Marie Louise; Eugénie.

920
G92

Sovereigns.

Guerber.
Empresses of France. 1901.

Contents:
Josephine; Marie Louise; Eugénie.

920
G92

Josephine, empress of the French.

Guerber.
Josephine. (in her Empresses of France. 1901. p. 1–99.)

920
G92

Marie Louise, empress of the French.

Guerber.
Marie Louise. (in her Empresses of France. 1901. p. 100–216.)

920
G92

Eugénie, empress of the French.

Guerber.
Eugénie. (in her Empresses of France. 1901. p. 217–345.)

Empresses, see Sovereigns

929
P52 Sellers, E. J.
Genealogy of Dr. Francis Joseph Pfeiffer of Philadelphia, Pennsylvania, and his descendants, 1734–1899. 1899.

929
P52 *Pfeiffer, F. J. 1734-1804, family.*

Sellers.
Genealogy of Dr. Francis Joseph Pfeiffer of Philadelphia, Pennsylvania, and his descendants, 1734–1899. 1899.

929
P52 *Genealogy.*

Sellers.
Genealogy of Dr. Francis Joseph Pfeiffer of Philadelphia, Pennsylvania, and his descendants, 1734–1899. 1899.

This subject not needed unless you wish to keep all genealogies together under this heading.

929
T12 Washburn, M. T. R.
Ancestry of William Howard Taft. c1908.

929
T12 *Taft, W. H.*

Washburn.
Ancestry of William Howard Taft. c1908.

929 *Taft family.*
T12

Washburn.
Ancestry of William Howard Taft. c1908.

929 *Genealogy.*
T12

Washburn.
Ancestry of William Howard Taft. c1908.

INDIVIDUAL BIOGRAPHY (INCLUDING AUTOBIOGRAPHY)

Autobiography is individual biography, but differs from the usual individual biography in having the same name or entry for author as for subject. For autobiography in a dictionary catalog, the author card may be dispensed with if desired when the title reads "Autobiography," or "Life by himself" or similarly. If, however, the title is a striking one or one which does not sufficiently indicate the fact that the work is autobiographical, make the author card as well as the subject card.

Ordinarily no title card need be made for individual biography, except for anonymous biographies (for which see directions for "Anonymous Books") or for striking titles or for books well known under their titles.

Make the author card as usual, according to directions already given.

Make, for all individual biography, a subject card under the name of the biographee; e.g.,

On the subject card begin on the top line at the title indention, in red ink, with the names of the biographee with secondary fullness, inverted, and one centimeter after his name, his dates of birth and death if you think there is need for them. I don't, for a small library. In giving these dates avoid repetition of the century. Should the heading require more than one line keep all at the second indention.

Leave one line blank after the heading as on other subject cards, and on the following line, beginning at the outer indention, give the author's surname. On the line below give the title, dates, and number of volumes as they are usually given on subject cards; e.g.,

B
P985R

Purcell, Henry, 1658?-95.

Runciman.
Purcell. 1909 (Bell's miniature series of musicians.)

Dates not needed.

B
W327S

Waterlow, Sir S. H. bart. 1822-1906.

Smalley.
Life of Sir Sydney H. Waterlow, bart., London apprentice, lord mayor, captain of industry and philanthropist. 1909.

B
F831

Franklin, Benjamin, 1706-90.

Franklin.
Life, written by himself. 1788.

B
G763

Grant, Gen. U. S.

Grant.
Personal memoirs. 1885–86. 2v.

B
K29W

Keller, Helen.
World I live in. 1908c04–08.

B
K29W

World I live in. 1908.
Keller.

B
K29W

Blind.

Keller.
World I live in. 1908c04–08.

B
K29W

Keller, Helen, 1880-

Keller.
World I live in. 1908c04–08.

B
N426R

Russell, W. C. and Jaques, W. H.
Horatio Nelson and the naval supremacy of England. 1890. (Heroes of the nations.)

B
N426R

Nelson, Horatio, 1st viscount.

Russell and Jaques.
Horatio Nelson and the naval supremacy of England. 1890. (Heroes of the nations.)

Heroes of the nations; ed. by Evelyn Abbott.
B
N426R
Russell and Jaques. Horatio Nelson and the naval supremacy of England. 1890.

Abbott, Evelyn, ed. see
Heroes of the nations.

Jaques, W. H. joint author, see
Russell, W. C. and Jaques, W. H.

CHAPTER XX

ADDED EDITIONS

Instead of making a complete set of new cards (author, title, subject, etc.) for an added edition of a work already in the library, yet not an exact duplicate of it, and therefore necessitating as a rule a new call number, add the entry of the last acquired edition on the cards already in the catalogue. Copies of the same book which differ only in non-essentials, which have not been altered so far as the text is concerned, do not come under this head. Such books may be considered duplicates and treated as such. I would not recommend that a mere reprint of a work, corresponding exactly to the original, subject to unimportant differences, such as size, publisher or imprint date, be treated as an added edition. The same work in different volumes would, however, have to be considered an added edition even though the text in both editions corresponded exactly. For fiction, unless the library has a special reason or there is a special demand on the part of the public for bringing out the difference in translation of books translated into the English language, I recommend taking no notice of such difference but treat all translations of the same work in the same number of volumes as duplicates.

When an edition is to be added to the main card for another edition already in the library, leave one line blank after the last written line on that card and indicate the repetition of the author's name by a long dash, about half an inch long, beginning at the author indention and on *ruled* cards a little above the ruled line. One centimeter after this, on the same line, indicate by another dash, half an inch long, (or the word "*Same*") the title so far as it agrees with the title of the previous edition above, and add directly after the second dash the rest of the title of the added edition from the point where it began to differ from that of the entry above if it seems important enough to do so. Follow this with the date, the number of volumes and series note of the newly added edition as on any main card and in the left margin opposite the added entry write its call number.

On the subject card make the entry in exactly the same way. On the title card follow the directions just given, except that on this card you need not give the additional or changed part of the

title,—the two dashes, date and number of volumes (as they usually appear on a title card) being all that is necessary.

If when adding the second or subsequent edition some difference in title would make it seem clearer and more desirable to give that first on the card and the one already in second, rewrite the cards to conform. When different editions are being cataloged at the same time give the later edition the first place on the card, if the title of that edition is shorter than that of the earlier one, regardless of the date. Be sure to indicate by *some* distinguishing mark (difference in length of title, in number of volumes, in date, if necessary in number of edition [e.g., Ed. 5, or Ed. rev. & enl., etc.]) the difference in the various editions added. Give notes with each entry when necessary.

If several added editions are entered on one card leave one line blank between entries.

On the series card follow the general rule of added editions, unless entries for other works in the series follow the original entry for the work in question, in which case make the entry for the added edition an entirely new entry as you would for any work to be added to the series card.

949.2 M91	**Motley, J. L.** Rise of the Dutch republic. 1896. 4v.
949.2 M91R	— — n. d. 6v. in 2.

949.2 M91	***Holland. History. Wars for independence, 1566-1648.***
	Motley. Rise of the Dutch republic. 1896. 4v.
949.2 M91R	— — n. d. 6v. in 2.

949.2 M91 — Rise of the Dutch republic. 1896. 4v.
Motley.

949.2 M91R — — n. d. 6v. in 2.

694 W37 — Webber, F. C.
Carpentry & joinery. Ed. 4. 1904.

694 W37C — — Ed. 5 enl. 1906. (Text-books of technology.)

Text-books of technology.
694 W37C — Webber. Carpentry & joinery. 1906.

694 W37 — *Carpentry.*
Webber.
Carpentry & joinery. Ed. 4. 1904.

694 W37C — — — Ed. 5 enl. 1906. (Text-books of technology.)

694 W37 — *Joinery.*
Webber.
Carpentry & joinery. Ed. 4. 1904.

694 W37C — — — Ed. 5 enl. 1906. (Text-books of technology.)

621.3
A27

Agnew, W. A.
Electric tramcar handbook for motormen, inspectors and depot workers. 1904.

621.3
A27E

— — Ed. 5 rev. & enl. 1905.

621.3
A27

Electric railroads.

Agnew.
Electric tramcar handbook for motormen, inspectors and depot workers. 1904.

621.3
A27E

— — Ed. 5 rev. & enl. 1905.

Electric railways, see
Electric railroads

Story of the nations.

968
T37

Theal. South Africa. 1894.

968
T37S

— — Ed. 4. 1897.

946
W34

Watts. Spain. 1893.

or

Story of the nations.

968 T37 **Theal.** South Africa. 1894.

946 W34 **Watts.** Spain. 1893.

968 T37S **Theal.** South Africa. Ed. 4. 1897.

CHAPTER XXI

SUPPLEMENTS AND CONTINUATIONS, KEYS AND INDEXES

Treat supplements and continuations, keys and indexes, as you would *added editions*, on the card of the original work to which it belongs. Use the dash to indicate the author entry and one centimeter after it on the same line give the title and imprint of the supplement, etc. itself as it is usually given.

A continuation which is in the form of an independent work under another author should be cataloged independently, with the main entry under its own author and a reference to the original. On the cards for the original a reference should be made to the continuation.

If there is an editor of the continuation and it might be looked for under his name, make an added entry under the editor or compiler.

Enter a general index as a rule under its compiler as main entry, except where it is much better known under its title, in which case enter it like a periodical, beginning the main entry on the top line at the second indention.

947	**Rambaud, A. N.**
R16	Russia; trans. from the French by L. B. Lang, with a supplementary chapter of recent events by Edgar Saltus. 1898. 2v. (Nations of the world.)

947	**Saltus, E. E.**
R16	Supplementary chapter of recent events, see **Rambaud, A. N.** Russia. 1898. 2v.

947 R16 ***Russia. History.***

Rambaud.
Russia; trans. from the French by L. B. Lang, with a supplementary chapter of recent events by Edgar Saltus. 1898. 2v. (Nations of the world.)

Nations of the world.
947 R16 **Rambaud. Russia. 1898. 2v.**

943.6 C87 **Coxe, William.**
History of the house of Austria, from the foundation of the monarchy by Rhodolph of Hapsburgh to the death of Leopold the second, 1218–1792. 1854. 3v.

For the continuation of this work see **Kelly, W. K.**

943.6 C87 ***Holy Roman empire.***

Coxe.
History of the house of Austria, from the foundation of the monarchy by Rhodolph of Hapsburgh to the death of Leopold the second, 1218–1792. 1854. 3v.

For the continuation of this work see **Kelly, W. K.**

943.6 C87 ***Hapsburg, House of.***

Coxe.

History of the house of Austria, from the foundation of the monarchy by Rhodolph of Hapsburgh to the death of Leopold the second, 1218–1792. 1854. 3v.

For the continuation of this work see **Kelly, W. K.**

943.6 C87 ***Austria. History.***

Coxe.

History of the house of Austria, from the foundation of the monarchy by Rhodolph of Hapsburgh to the death of Leopold the second, 1218–1792. 1854. 3v.

For the continuation of this work see **Kelly, W. K.**

Austria, House of, see Hapsburg, House of

943.6 K29 **Kelly, W. K.**

History of the house of Austria, from the accession of Francis I to the revolution of 1848, in continuation of the history written by Archdeacon Coxe . . . trans. from the German. 1853. (Bohn's standard library.)

Contents:

see next card

943.6
K29

2

Epitome of the history of Austria, from the accession of Francis I, by W. K. Kelly; Genesis of the revolution in Austria, by Franz Graf von Hartig; Investigation into the murder of Count Latour, anon.

943.6
K29

Austria. History.

Kelly.

History of the house of Austria, from the accession of Francis I to the revolution of 1848, in continuation of the history written by Archdeacon Coxe . . . trans. from the German. 1853. (Bohn's standard library.)

For contents see the main card.

943.6
K29

Austria-Hungary.

Kelly.

History of the house of Austria, from the accession of Francis I to the revolution of 1848, in continuation of the history written by Archdeacon Coxe . . . trans. from the German. 1853. (Bohn's standard library.)

For contents see the main card.

943.6
K29

Hapsburg, House of.

Kelly.

History of the house of Austria, from the accession of Francis I to the revolution of 1848, in continuation of the history written by Archdeacon Coxe . . . trans. from the German. 1853. (Bohn's standard library.)

For contents see the main card.

Latour, Theodor, count Baillet von, see **Baillet de Latour, T. F. graf von.**

943.6 K29 ***Baillet de Latour, T. F.*** graf von.

Investigation into the murder of Count Latour. (in Kelly, W. K. History of the house of Austria. 1853. p. 187–296.)

943.6 K29 **Hartig, F. de P. graf von.**

Genesis of the revolution in Austria. (in Kelly, W. K. History of the house of Austria. 1853. p. 96–185.)

980 R21 **Ranking, John.**

Historical researches on the conquest of Peru, Mexico, Bogota, Natchez and Talomeco in the thirteenth century by the Mongols. 1827.

Including a bibliography.

980 R21S — Supplement to the Conquest of Peru and Mexico by the Moguls in the XIII century; confirm-

see next card

2

ing the origin of the Toltecs and Guatemalans from Tula and the Aztecs from Assam. 1831.

980 R21S2 — Continuation of the Supplement to the Conquest of Peru and Mexico. 1834.

980
R21

Chinese in America.

Ranking.

Historical researches on the conquest of Peru, Mexico, Bogota, Natchez, and Talomeco in the thirteenth century by the Mongols. 1827.

Includ ng a bibliography.

see next card

2

980
R21S — Supplement. 1831.

980
R21S2 — Continuation of the Supplement. 1834.

980
R21

Incas.

Ranking.

Historical researches on the conquest of Peru, Mexico, Bogota, Natchez, and Talomeco in the thirteenth century by the Mongols. 1827.

Including a bibliography.

see next card

2

980
R21S — Supplement. 1831.

980
R21S2 — Continuation of the Supplement. 1834.

980
R21

Mexico. History.

Ranking.

Historical researches on the conquest of Peru, Mexico, Bogota, Natchez and Talomeco in the thirteenth century by the Mongols. 1827.

Including a bibliography.

see next card

2

980
R21S — Supplement. 1831.

980
R21S2 — Continuation of the Supplement. 1834.

980
R21

Peru.

Ranking.

Historical researches on the conquest of Peru, Mexico, Bogota, Natchez, and Talomeco in the thirteenth century by the Mongols. 1827.

Including a bibliography.

see next card

2

980
R21S — Supplement. 1831.

980
R21S2 — Continuation of the Supplement. 1834.

780.93
D91 **Duncan, Edmondstoune.**
Melodies and how to harmonize them; with illustrations drawn from ancient and modern sources. c1906.

780.93
D91K — Key. n. d.

780.93
D91 Melodies and how to harmonize them. c1906.
Duncan.

780.93
D91K — Key. n. d.

780.93
D91 ***Harmony.***

Duncan.
Melodies and how to harmonize them. c1906.

780.93
D91K — Key. n. d.

813
018 **O'Connor, Mrs. E. M. (J.)**
Analytical index to the works of Nathaniel Hawthorne; with a sketch of his life. 1882.

813
018 ***Hawthorne, Nathaniel.***

O'Connor.
Analytical index to the works of Nathaniel Hawthorne; with a sketch of his life. 1882.

031
A51 American cyclopædia, a popular dictionary of general knowledge; ed. by George Ripley and C. A. Dana. 1863–64 c58–63. 16v.

Title page reads "New American cyclopædia."

031
A51 I — General and analytical index to the American cyclopædia, by Rev. T. J. Conant, assisted by . . . Blandina Conant. 1878.

031
A51 ***Cyclopedias.***

American cyclopædia, a popular dictionary of general knowledge; ed. by George Ripley and C. A. Dana. 1863–64 c58–63. 16v.

Title page reads "New American cyclopædia."

see next card

2

031
A51 I —General and analytical index to the American cyclopædia, by Rev. T. J. Conant, assisted by . . . Blandina Conant. 1878.

031
A51 Dana, C. A. ed.
American cyclopaedia. 1863–64. 16v.

031
A51 Ripley, George, ed.
American cyclopaedia. 1863–64. 16v.

New American cyclopædia, see
American cyclopædia.

031
A51 I
Conant, T. J. comp.
American cyclopædia.
General and analytical index. 1878.

031
A51 I
Conant, Blandina, comp.
American cyclopædia.
General and analytical index. 1878.

888
A13
Abbott, Evelyn.
Subject-index to the Dialogues of Plato; being an index to the matters and names contained in the Dialogues of Plato according to the pages of Stephens' edition. 1875.

888
A13
Plato.
Dialogues.

Abbott.
Subject-index to the Dialogues of Plato; being an index to the matters and names contained in the Dialogues of Plato according to the pages of Stephens' edition. 1875.
(or, omit "Dialogues" in the heading.)

CHAPTER XXII

MISCELLANEOUS POINTS NOT ALREADY COVERED

It may sometimes seem desirable because of local interest or for some other reason to make an added entry for a society *before* (not *by*) which an address has been delivered. If so, make such an entry in the form of a series card, giving the name of the society as the author of the series and the word Addresses as the title, with the separate addresses following in regular series form; e.g.,

325 L36	**Latrobe, J. H. B.** Maryland in Liberia; a history of the colony planted . . . at Cape Palmas . . . 1833–1853; a paper read before the Maryland historical society, March 9, 1885. 1885.

	Maryland. Historical society. Addresses.
325 L36	**Latrobe.** Maryland in Liberia. 1885.

Similar cards may be made for society publications, bulletins, etc., when they are cataloged as separate works instead of as sets. For such works the title "Publications" is the best one to use; e.g.,

818 172	**Irving, Washington.** Alhambra. 1905. Published by the Collegiate society of New York.

New York (City). Collegiate society.
[Publications.]
818 **Irving.** Alhambra. 1905.
172
B — Life of Washington. 1905. 5v.
W318Iv

For extracts or collections from magazines, if there is no regular editor or compiler and the name of the periodical seems best for the main entry, enter them under the name of the periodical as author, beginning on the top line at the author indention, not at the title indention as you would for a regular periodical card; e.g.,

917.5 **St. Nicholas.**
S14 Southern stories, retold from St. Nicholas. 1907 c1889–1907.

917.5 ***Southern states of the U. S.***
S14
St. Nicholas.
Southern stories, retold from St. Nicholas. 1907 c1889–1907.

917.5 Southern stories. 1907.
S14 **St. Nicholas.**

Treat a single essay or article reprinted from a larger work (from a periodical or government document, society transactions, or a collection of essays, etc.) or a selection (a chapter, etc., with a specific title) from the published work of an author as you would any book, but state the fact of its being a reprint in a note on the main and subject cards; e.g.,

158
J29 **James, William.**
Habit. 1914c1890.

A chapter reprinted from his "Psychology."

158
J29 ***Habit.***

James.
Habit. 1914c1890.

A chapter reprinted from his "Psychology."

If a book requires a criticism or bibliography card, make such cards exactly as you would subject cards for individual biography or any other subject. I would for these two kinds of cards suggest getting the yellow cards (for criticism) and the blue cards (for bibliography) which are sold by the Library Bureau, and which have "For criticism of," "For bibliography of" printed at the extreme top of the card to the left. Order the unruled kind if you use the typewriter. If you use these cards add the word "see" one centimeter after your top line entry in order to make the phrasing grammatical. If a single work of an author is criticized, add the title of that work in the subject heading, beginning both author and title at the inner indention in red ink.

If the bibliography or criticism is not the whole book but a certain part of the book (an extra chapter, an appendix, etc.) make a regular subject analytical on the colored cards under the title of the bibliography or criticism.

File a criticism card of a specific work of an author directly after the work itself. File other criticism cards and bibliography cards after all other cards by and about the person or after other works on that subject.

Under the headings Bibliography and Criticism, respectively, make a general cross reference on white cards in red ink as follows:

Bibliography. For the bibliography of any person or subject see blue cards under the name of that person or subject.

Criticism. For the criticism of any author or work of an author see yellow cards under the name of that author.

Treat a parody as you would the criticism of an individual work.

973.73
J73 Johnston, R. M.
Bull Run; its strategy and tactics. 1913.

Maps on lining-papers.
Including a bibliography of books and maps.

973.73
J73 ***United States. History. Civil war, 1861-65.***

Johnston.
Bull Run; its strategy and tactics. 1913.

Maps on lining-papers.
Including a bibliography of books and maps.

973.73
J73 ***Bull Run, Battles of.***

Johnston.
Bull Run; its strategy and tactics. 1913.

Maps on lining-papers.
Including a bibliography of books and maps.

973.73
J73 ***For bibliography of Bull Run, Battles of,***
see

Johnston.
Bibliography of books and maps. (in his Bull Run. 1913. p. 279–284.)

or

973.73 J73 — **For bibliography of *Bull Run, Battles of,* see Johnston.**
Bull Run; its strategy and tactics. 1913. p. 279–284.

Maps on lining-papers.

193 K29 — **Kelly, Michael.**
Kant's philosophy as rectified by Schopenhauer. 1909.

193 K29 — **For criticism of *Kant, Immanuel,* see Kelly.**
Kant's philosophy as rectified by Schopenhauer. 1909.

193 K29 — **For criticism of *Schopenhauer, Arthur,* see Kelly.**
Kant's philosphy as rectified by Schopenhauer. 1909.

801 P77 — **Pollak, Gustav.**
International perspective in criticism: Goethe, Grillparzer, Sainte-Beuve, Lowell. 1914.

Literary criticism, see Criticism

801 P77 ***Criticism.***

Pollak.
International perspective in criticism: Goethe, Grillparzer, Sainte-Beuve, Lowell. 1914.

801 P77 International perspective in criticism. 1914.
Pollak.

801 P77 **For criticism of**
Lowell, J. R.
see
Pollak.
International perspective in criticism: Goethe, Grillparzer, Sainte-Beuve, Lowell. 1914.

801 P77 **For criticism of**
Grillparzer, Franz,
see
Pollak.
International perspective in criticism: Goethe, Grillparzer, Sainte-Beuve, Lowell. 1914.

801 P77 For criticism of
Sainte-Beuve, C. A.
see
Pollak.
International perspective in criticism: Goethe, Grillparzer, Sainte-Beuve, Lowell. 1914.

801
P77 For criticism of
Goethe, J. W. von,
see
Pollak.
International perspective in criticism: Goethe, Grillparzer, Sainte-Beuve, Lowell. 1914.

782.2
P26 **Parsons, A. R.**
Parsifal, the finding of Christ through art; or, Richard Wagner as theologian. 1890.

782.2
P26 For criticism of
Wagner, W. R.
Parsifal,
see
Parsons.
Parsifal, the finding of Christ through art; or, Richard Wagner as theologian. 1890.

or

782.2
P26 For criticism of
Wagner, W. R.
see
Parsons.
Parsifal, the finding of Christ through art; or, Richard Wagner as theologian. 1890.

When the authorship of a book is doubtful, but is attributed to a certain author, enter it under his name and add the phrase one centimeter thereafter, "attributed author," but file it in the catalog in its alphabetic place with the rest of that author's works, ignoring in the arrangement the phrase "attributed author."

When a book has been entered under a wrong author on seemingly good authority, recatalog it under the correct name when the true authorship has been discovered, with a note (on all cards in this case if desired) stating "This book wrongly

ascribed to ———." For the erroneous author make an author reference card as you would make an author reference card for a changed title; e.g.,

Marsh-Caldwell, Mrs. Anne (Caldwell), attributed author.
Margaret and her bridesmaids, see
Stretton, Mrs. J. C. (C.) de W.

Stretton, Mrs. J. C. (C.) de W.
Margaret and her bridesmaids. 1864.

Attributed to Mrs. A. (C.) Marsh-Caldwell.

Margaret and her bridesmaids. 1864.
Stretton.

Caldwell, Mrs. Anne (Caldwell) Marsh-, see
Marsh-Caldwell, Mrs. Anne (Caldwell).

Ashurst, Henry, attributed author.
Deplorable state of New England, see
Deplorable state of New England.

093 **Gammer Gurton's needle.**
G19 Gammer Gurton's needle, 1575. 1910. (Tudor facsimile texts.)

Still, John, bishop of Bath and Wells, attributed author.
Gammer Gurton's nedle, see
Gammer Gurton's needle.

Stevenson, William, attributed author.
Gammer Gurton's nedle, see
Gammer Gurton's needle.

Facsimiles.

Tudor facsimile texts.

See series card entitled "Tudor facsimile texts" for the various volumes.

093
R88 **Rowley, Samuel,** attributed author.
Noble soldier, 1634. 1913.

Treat volumes of clippings, scrap books, etc., as you would any other book, anonymous or otherwise, manufacturing a title whenever necessary from the contents of the book, mentioning in a note the fact that there is no title page.

973.79
N55 [Newspaper clippings relating to the Civil war.]
1861–62. 2v.

No title page.

973.79
N55 ***United States. History. Civil war, 1861-65.***

[Newspaper clippings relating to the Civil war.]
1861–62. 2v.

No title page.

973.79 ***Scrap-books.***
N55

[Newspaper clippings relating to the Civil war.] 1861–62. 2v.

No title page.

973.79 ***Clippings (books, newspapers, etc.)***
N55

[Newspaper clippings relating to the Civil war.] 1861–62. 2v.

No title page.

Newspaper extracts, see Clippings (books, newspapers, etc.)

Make the main entry for pictures or statuary under the name of the artist, and make subject cards under the name of the subject of the picture or statuary. Add a note on main and subject cards stating that it is a picture, a photograph, a piece of statuary, etc. if the title does not sufficiently indicate it.

759 ***Washington, George.***
W31

Stuart.

Photograph of a painting of George Washington.

When an individual, a society, or a government department, etc., has some kind of an author connection with a book important enough to be brought out but not really the main author, nor such as can be readily defined by a single word such as editor, translator, etc., make a card under this author as you would make one for

an added entry under an editor or translator, except that no term corresponding to editor or translator is used in the heading. If there are two or more of such entries to be made, make each independently as you would make cards for joint editors as secondary entries. Individuals on whose writings another work is based, epitomes, adaptations, etc., or societies or departments *to* which a report is made or which authorizes a publication come under this head.

347
U58 **United States. Statutes.**
National bank act as amended, with other laws relating to national banks, from the revised statutes of the United States. 1896.

Compiled under the direction of the comptroller of the currency.

347
U58 United States. Comptroller of currency.
United States. Statutes.
National bank act as amended, with other laws relating to national banks. 1896.

627
N56D **New York (City). Docks dept.**
Report accompanying general description of the harbor of New York, by S. W. Hoag, jr. 1911.

Title taken from cover.

627
N56D Hoag, S. W., jr.
New York (City). Docks dept.
Report accompanying general description of the harbor of New York. 1911.

627
N56D

New York (City). Harbors.

New York (City). Docks dept.
Report accompanying general description of the harbor of New York, by S. W. Hoag, jr. 1911.

Make the main entry for a Concordance under its compiler, with an added or secondary entry (usually a subject entry, or a secondary author entry) under the name of the author concordanced.

220.2
W18

Walker, Rev. J. B. R. comp.
Comprehensive concordance to the Holy Scriptures; with an introd. by M. C. Hazard. c1894.

220.2
W18

Bible. Whole. Concordances.

Walker.
Comprehensive concordance to the Holy Scriptures; with an introd. by M. C. Hazard. c1894.

822.3
A21

Adams, W. H. D.
Concordance to the plays of Shakespeare. 1891.

822.3
A21

Shakespeare, William.

Adams.
Concordance to the plays of Shakespeare. 1911.

For a Revision, an Epitome, an Abridgment or Adaptation make the main entry under the name of the original author, with an added author card, indented like a secondary entry, under the

reviser, epitomiser, etc., unless the work has become substantially a new work, as is usually the case with dramatizations of works, legends and the like, or novelizations of plays, etc., in which case make the main entry under the reviser, epitomiser, abridger, adapter or playwright as author, with a note stating the facts, if they are not given in the title. In this case make an added author card or an author reference under the name of the original author.

821.04
P43

Percy, Thomas, bishop of Dromore, ed.
Boy's Percy, being old ballads of war, adventure and love from Bishop Thomas Percy's "Reliques of ancient English poetry"; together with an appendix containing two ballads from the original Percy folio ms., ed. for boys, with an introduction by Sidney Lanier . . . with fifty illustrations from original designs by E. B. Bensell. 1882.

821.04
P43

Lanier, Sidney, ed.
Percy.
Boy's Percy; being old ballads of war, adventure and love from Bishop Thomas Percy's "Reliques of ancient English poetry." 1882.

821.04
P43

Boy's Percy. 1882.
Percy.

821.04
P43

Poetry. Collections & selections.

Percy.
Boy's Percy; being old ballads of war, adventure and love from Bishop Thomas Percy's "Reliques of ancient English poetry". . . ed. for boys, with an introduction by Sidney Lanier. 1882.

821.04
P43

Ballads.

Percy.

Boy's Percy; being old ballads of war, adventure and love from Bishop Thomas Percy's "Reliques of ancient English poetry"; together with an appendix containing two ballads from the original Percy folio ms., ed. for boys, with an introduction by Sidney Lanier. 1882.

398
M25

Malory, Sir Thomas.

Boy's King Arthur; history of King Arthur and his Knights of the Round Table; ed. for boys, with an introduction by Sidney Lanier. 1912 c1890–1908.

398
M25

Lanier, Sidney, ed.

Malory.

Boy's King Arthur. 1912.

398
M25

Boy's King Arthur. 1912.

Malory.

398
M25

Arthurian romances.

Malory.

Boy's King Arthur; history of King Arthur and his Knights of the Round Table; ed. for boys, with an introduction by Sidney Lanier. 1912 c1880–1908.

King Arthur, see
Arthurian romances.

Arthur, king of Britain, see also
Arthurian romances.

J
883
B87

Brooks, Edward.
Story of the Iliad; or, The siege of Troy, for boys and girls; with . . . illustrations from Flaxman's designs. 1901c1890.

Main card

J
883
B87

Homer.
Story of the Iliad; or, The siege of Troy, for boys and girls, by Edward Brooks; with . . . illustrations from Flaxman's designs. 1901 c1890.

Secondary author card

Iliad, see
Homer.

J
883
B87

Epic poetry.

Brooks.
Story of the Iliad; or, The siege of Troy, for boys and girls. 1901 c1890.

J
883
B87

Story of the Iliad. 1901.
Brooks.

883
B87

Greek poetry.

Brooks.
Story of the Iliad; or, The siege of Troy, for boys and girls. 1901 c1890.

782.2
W13

Wagner, W. R.
Valkyrie (Die Walküre), a dramatic poem; freely trans. in poetic form by Oliver Huckel. c1909.

Main card

782.2
W13

Huckel, Oliver.
Valkyrie (Die Walküre), a dramatic poem; freely trans. in poetic form by Oliver Huckel. c1909.

Secondary author card
or make a translator card under Huckel.

782.2
W13

Valkyrie (Die Walküre). c1909.
Wagner.

J
933
C56

Church, Rev. A. J.
Story of the last days of Jerusalem, from Josephus. 1902.

Main card

J
933
C56

Josephus, Flavius.
Story of the last days of Jerusalem, from Josephus, by A. J. Church. 1902.

Secondary author card

J
933
C56

Jerusalem.

Church.
Story of the last days of Jerusalem, from Josephus. 1902.

J
933
C56

Story of the last days of Jerusalem. 1902.
Church.

J
933
C56

Jews & Judaism.

Church.
Story of the last days of Jerusalem, from Josephus. 1902.

812
G69

Gould, E. L.
"Little women" play; a two-act, forty-five minute play, adapted by E. L. Gould from L. M. Alcott's famous story "Little women"; with pictures by R. B. Birch. c1900.

Main card

812
G69 **Alcott, L. M.**

"Little women" play; a two-act, forty-five minute play, adapted by E. L. Gould from L. M. Alcott's famous story "Little women"; with pictures by R. B. Birch. c1900.

Secondary author card

812
G69 ***Amateur theatricals.***

Gould.

"Little women" play; a two-act, forty-five minute play, adapted by E. L. Gould from L. M. Alcott's famous story "Little women"; with pictures by R. B. Birch. c1900.

812
G69 "Little women" play. c1900.
Gould.

Adapted from L. M. Alcott's story "Little women."

812
M56 **Merington, Marguerite.**

Cranford, a play; a comedy in three acts made from Mrs. Gaskell's famous story. 1905 c02–05.

Main card

812
M56 Cranford; a play. 1905.
Merington.

Adapted from Mrs. Gaskell's story "Cranford."

812
M56 **Gaskell, Mrs. E. C. (S.)**
Cranford, a play; a comedy in three acts made from Mrs. Gaskell's famous story, by Marguerite Merington. 1905 c02–05.

Secondary author card

812
M56V **Merington, Marguerite.**
Vicar of Wakefield; a play founded on Oliver Goldsmith's novel. 1909.

812
M56V **Goldsmith, Oliver.**
Vicar of Wakefield; a play founded on Oliver Goldsmith's novel by Marguerite Merington. 1909.

812
M56V Vicar of Wakefield. 1909.
Merington.

Founded on Oliver Goldsmith's novel of that name.

812
M15 **Mackaye, Mrs. M. K. (M.)**
Pride and prejudice; a play founded on Jane Austen's novel. 1906.

812
M15 **Austen, Jane.**
Pride and prejudice; a play founded on Jane Austen's novel, by Mrs. Steele Mackaye. 1906.

812
M154 Pride and prejudice; a play. 1906.
Mackaye.

Founded on Jane Austen's novel of that name.

Mackaye, Mrs. Steele, see
Mackaye, Mrs. M. K. (M.)

J **Bunyan, John.**
Pilgrim's progress, abridged for young readers; ed. with an introd. and notes by E. E. Hale, jr. c1898.

J Pilgrim's progress. c1898.
Bunyan.

J Hale, E. E., jr. ed.
Bunyan.
Pilgrim's progress. c1898.

942
K69 **Knight, Charles.**
Popular history of England; abridged, revised and continued by J. H. Beale. 1883. 4v. in 3. (Gay's series of standard histories.)

v. 1 and 4 each have special title pages.

see next card

942 2
K69 Includes: Cusack's History of Ireland, condensed, revised and continued by J. H. Beale.

942
K69 ***England. History.***

Knight.
Popular history of England; abridged, revised and continued by J. H. Beale. 1883. 4v. in 3. (Gay's series of standard histories.)

v. 1 and 4 each have special title pages.

942
K69 **Cusack, M. F.**
History of Ireland, condensed, revised and continued by J. H. Beale. (in Knight, Charles. Popular history of England. 1883. v.3.)

942
K69 Beale, Rev. J. H. ed.
Cusack.
History of Ireland. (in Knight, Charles. Popular history of England. 1883. v.3.)

942
K69 ***Ireland. History.***

Cusack.
History of Ireland, condensed, revised and continued by J. H. Beale. (in Knight, Charles. Popular history of England. 1883. v.3.)

Dickens, Charles.
Our mutual friend; condensed by Rossiter Johnson. 1884.

Our mutual friend. 1884.
Dickens.

Condensed by Rossiter Johnson.

Johnson, Rossiter, ed.
Dickens.
Our mutual friend. 1884.

822.3 **Lamb, Charles and Lamb, Mary.**
L21 Tales from Shakspeare; ed. with an introduction by Rev. Alfred Ainger. 1904. (Golden treasury series.)

Contents:
The Tempest; Midsummer night's dream; Winter's tale; Much ado about nothing; As

see next card

822.3 2
L21

you like it; Two gentlemen of Verona; Merchant of Venice; Cymbeline; King Lear; Macbeth; All's well that ends well; Taming of the shrew; Comedy of errors; Measure for measure; Twelfth night; Timon of Athens; Romeo and Juliet; Hamlet; Othello; Pericles.

822.3 Tales from Shakspeare. 1904.
L21 **Lamb, Charles and Lamb, Mary.**

or, for very brief cataloging,

Tales from Shakespeare. 1904.
Lamb.

822.3
L21

Shakespeare, William.

Lamb, Charles and Lamb, Mary.
Tales from Shakspeare. 1904. (Golden treasury series.)

Lamb, Mary, joint author, see
Lamb, Charles and Lamb, Mary.

J
883
C56I

Church, Rev. A. J.
Iliad for boys and girls, told from Homer in simple language. 1907.

J
883
C56I

Homer.
Iliad for boys and girls, told from Homer in simple language, by Rev. A. J. Church. 1907.

J
883
C56I

Epic poetry.

Church.
Iliad for boys and girls, told from Homer in simple language. 1907.

Iliad, see
Homer.

For Music make the main entry under the name of the composer, with an added entry under the editor or arranger. If your library makes a specialty of music or if operas are likely to be called for under the name of the librettist, make an added entry card under his name also. Enter librettos published separately under the name of the librettist as main entry, with an added entry under the composer. If desired add the word "composer" in the heading to make it clearer.

MUSIC AND LIBRETTO

782.5
G42 **Ghislanzoni, Antonio.**
Aïda; music by Giuseppe Verdi; ed. and with an introduction by W. J. Henderson. 1911. (Famous operas.)

Libretto only.

782.5
G42 Aïda. 1911.
Ghislanzoni.

Libretto only.

782.5
G42 ***Librettos.***

Ghislanzoni.
Aïda; music by Giuseppe Verdi; ed. and with an introduction by W. J. Henderson. 1911. (Famous operas.)

Libretto only.

Not really necessary.

782.5
G42

Verdi, Giuseppe, composer.
Aïda, by Antonio Ghislanzoni. 1911. (Famous operas.)

Libretto only.

782.5
G42

Henderson, W. J. ed.
Ghislanzoni.
Aïda; music by Giuseppe Verdi. 1911.

or

Henderson, W. J. ed. see
Famous operas.

782.5
G42

Operas.

Ghislanzoni.
Aïda; music by Giuseppe Verdi; ed. and with an introduction by W. J. Henderson. 1911. (Famous operas.)

Libretto only.

Famous operas; ed. by W. J. Henderson.
782.5 **Ghislanzoni.** Aïda, music by Giuseppe Verdi.
G42 1911.

782.2
W13

Wagner, W. R.
Parsifal; an English text for the score, by G. T. Phelps; together with the German poem. 1904.

German text with translation on opposite pages.

782.2
W13 Parsifal. 1904.
Wagner.

German text with translation on opposite pages.

782.2
W13 **Phelps, G. T.**
Parsifal; an English text for the score. 1904.

German text with translation on opposite pages.

782.2
W13 ***Librettos.***

Wagner.
Parsifal; an English text for the score, by G. T. Phelps. 1904.

German text with translation on opposite page.

782.1
P23 **Parker, H. W.**
Mona, an opera in three acts; the poem by Brian Hooker; vocal score. c1911.

Full vocal score with piano accompaniment; preceded by an argument of the opera.

782.1
P23 **Hooker, Brian.**
Mona, an opera in three acts; the music by Horatio Parker; vocal score. c1911.

Full vocal score with piano accompaniment; preceded by an argument of the opera.

782.1
P23 Mona, an opera in three acts. c1911.
Parker.

782.1
P23 ***Operas.***

Parker.
Mona, an opera in three acts; the poem by Brian Hooker; vocal score. c1911.

Full vocal score with piano accompaniment; preceded by an argument of the opera.

786.05
W13L **Wagner, W. R.**
Aus Richard Wagner's opern; transcriptionen für das pianoforte von Franz Liszt. n. d.

786.05
W13L **Liszt, Franz.**
Aus Richard Wagner's opern; transcriptionen für das pianoforte. n. d.

786.05
W13L ***Transcriptions.***

Wagner.
Aus Richard Wagner's opern; transcriptionen für das pianoforte von Franz Liszt. n. d.

786.05
W13L Aus Richard Wagner's opern. n. d.
Wagner.

For all extracts or selections from any one author, make the main entry under the name of that author, with an added entry under the name of the editor or compiler if the book is likely to be remembered under his name. Enter extracts or collections of several authors under the compiler or editor as author or main entry, and if there is no compiler or editor, under the first word of the title not an article like an anonymous book.

828
J68L12 **Johnson, Rossiter,** ed.
Little classics, v. 12: Fortune. 1900 c1875.

Contents:
Gold-bug, by E. A. Poe; Fairy-finder, by S. Lover; Murad the unlucky, by M. Edgeworth; Children of the public, by E. E. Hale; Rival dreamers, by J. Banim; Threefold destiny, by N. Hawthorne.

Stories of New York. 1893. (Stories from Scribner.)

Contents:
From four to six, by A. Eliot; Commonest possible story, by B. Perry; End of the beginning, by G. A. Hibbard; Puritan ingenue, by J. S. Wood; Mrs. Manstey's view, by E. Wharton.

or

Scribner's magazine.
Stories of New York. 1893. (Stories from Scribner.)

Contents:
From four to six, by A. Eliot; Commonest possible story, by B. Perry; End of the beginning, by G. A. Hibbard; Puritan ingenue, by J. S. Wood; Mrs. Manstey's view, by E. Wharton.

Trumbull, A. E.
From four to six; a comedietta. (in Scribner's magazine. Stories of New York. 1893. p. 2–28.)

From four to six.
Trumbull. (in Scribner's magazine. Stories of New York. 1893. p. 2–28.)

or

Trumbull, A. E.
From four to six; a comedietta. (in Stories of New York. 1893. p. 2–28.)

From four to six.
Trumbull. (in Stories of New York. 1893. p. 2–28.)

817
A51 American wit and humor, by one hundred of America's leading humorists, including world famous cartoons and caricatures. 1907. 5v.

Contents too long to be given.

828 **Johnson, Samuel.**
J69 Wit and wisdom of Samuel Johnson; selected and arranged by G. B. Hill. 1888.

828
J69 Wit and wisdom of Samuel Johnson. 1888.
Johnson.

828
J69 ***Essays & miscellany (English).***

Johnson.
Wit and wisdom of Samuel Johnson; selected and arranged by G. B. Hill. 1888.

828
J69 ***Quotations.***

Johnson.
Wit and wisdom of Samuel Johnson; selected and arranged by G. B. Hill. 1888.

828
J69 ***Satire & humor (English).***

Johnson.
Wit and wisdom of Samuel Johnson; selected and arranged by G. B. Hill. 1888.

828
J69 Hill, G. B. ed.
Johnson.
Wit and wisdom of Samuel Johnson. 1888.

942
M11 Macaulay, T. B. 1st baron.
England in 1685; being chapter III of the "History of England"; ed. with notes and an introduction by Arlo Bates. c1905. (Standard English classics.)

942 M11 ***England. History. Stuart period, 1603-1714.***

Macaulay.
England in 1685; being chapter III of the "History of England"; ed. with notes and an introduction by Arlo Bates. c1905. (Standard English classics.)

942 M11 Bates, Arlo, ed.
Macaulay.
England in 1685; being chapter III of the "History of England." c1905.

Dickens, Charles.
Dickens [excerpts from his works]; ed. by W. H. Helm. 1912.

Helm, W. H. ed.
Dickens.
Dickens [excerpts from his works]. 1912.

Enter books of pictures illustrating some poem, drama or other literary work under the author of the original work if the text is given in whole or in part. If no text is given enter under the artist or illustrator and make a secondary author card under the original writer.

When entering a collection of pictures, books, etc., under the name of the collector, add the word "collector" after his name in the heading. In case of an institution this is not necessary.

CHAPTER XXIII

ARRANGEMENT

Having considered at length the subject of the various types of cards, their form, content, and the like, we now come to the subject of the arrangement of the cards when made.

File all cards carefully in your catalog, noting any inconsistency by the way. A carelessly alphabetized catalog is not of much use, as the cards wrongly filed and thus hidden will do you no more good than if they were not there; and the result will be that you will tell the borrower or he will conclude for himself that the particular book or subject he wants is not contained in your library. File alphabetically, as that term is understood by the majority of your borrowers, not in a way to necessitate having Cutter's Rules continually at your elbow unless you find that it is simpler for you to file according to these rules and that you can make your public understand them, to some extent at least. Remember the *reader* has no rules to refer to, and would not use them if he had. In all this I am referring to popular circulating libraries, not to scholarly libraries, where presumably no ignorance exists and nothing is too abstruse for the user. The average reader searching for a book entitled *Marie* in the following lists will not dream of looking further than the second entry, as shown in Arrangement 2. He will not expect to find *Marie* six cards further along, where it would be if your cards were alphabetized strictly according to Cutter's Rules, as in Arrangement 1. How much simpler it is for the user if the entries are marshalled alphabetically as in Arrangement 2, and yet how confusing even then to one unused to consulting a catalog frequently. It sounds simple and easy to say "file in strict alphabetical order," but the longer you live and the larger your catalog grows the greater will become the problem as to what is meant by "strict alphabetical order." With the many inversions, etc., in headings two people doing the same work daily will oft find themselves puzzled and differing in opinion. The court of appeal, when the question is brought to her may disagree with both yet be unable to make satisfactorily clear the reason for her decision. Consider your public in this as in all else. Stretch your rules, stretch your mind and the policy of your library too, when doing so is for the good

of your constituency. Have a reason for doing everything, so that if you are asked without warning "Why do you do thus and so?" you may be able clearly, concisely and intelligently to satisfy the inquiring mind of your trustee, your reader or your visitor. Following are several sample lists of filing which may assist you in this very important part of the work.

In them I have endeavored to arrange names and headings which often prove puzzling to the most expert. For your comfort let me add that years of experience in this as in the assignment of subject headings and cross-references will not insure perfection and do not presuppose absolute knowledge or freedom from error—in judgment if nothing else. The lists are intended to be suggestions more than anything else.

ARRANGEMENT 1. Entries arranged strictly according to Cutter's Rules for alphabetizing.

MARIE D'OIGNIES, Saint
Marie I, queen of France
Marie de France
Marie de St. Joseph
Marie, Pierre Thomas Alexandre
Marie (Book title)
Marie Adélaide de Savoie, duchess of Burgundy
Marie Antoinette, queen of France
Marie Catherine de Brignole, princesse de Monaco
Marie Celeste, Sister
Marie de Médicis, queen of France
Marie Duval
Marie-Galante, island
Marie Louise, empress of the French
Marie Saline, Arkansas
Marie Sobieska, queen of Poland
Marie Thérèse Charlotte de France, duchesse d'Angoulême

ARRANGEMENT 2. Entries arranged in strict alphabetic order, more intelligible to the average reader.

Marie, Pierre Thomas Alexandre
Marie (Book title)
Marie I, queen of France
Marie Adélaide de Savoie, duchess of Burgundy
Marie Antoinette, queen of France
Marie Catherine de Brignole, princesse de Monaco
Marie Celeste, Sister
Marie de France
Marie de Médicis, queen of France
Marie d'Oignies, Saint
Marie de St. Joseph
Marie Duval
Marie-Galante, island
Marie Louise, empress of the French
Marie Saline, Arkansas
Marie Sobieska, queen of Poland
Marie Thérèse Charlotte de France, duchesse d'Angoulême

ARRANGEMENT 3. Entries arranged strictly according to Cutter's Rules for alphabetizing.

CATHARINE, N. Y.
Catharine Lake, North Carolina (Post-hamlet)
Catherine of Alexandria, Saint
Catherine de' Ricci, Saint
Catherine of Siena, Saint
Catherine II, empress of Russia
Catherine de Médicis, queen of France
Catherine of Aragon, queen of Henry VIII.

Catherine of Braganza, queen of Charles II.
Catherine of Valois, queen of Henry V.
Catherine, princess of England
Catherine de St. Augustin
Catherine. Thackeray, W. M.
Catherine and Petruchio. Garrick, David
Catherine Blum (French). Dumas, Alexandre
Catherine Blum (English). Dumas, Alexandre
Catherine Carr. Wilkins, M. E.
Catherine Howard, queen of Henry VIII.
Catherine islands
Catherine Parr, queen of Henry VIII.
Catherine Parr. Mühlbach, L.

ARRANGEMENT 4. Entries arranged in strict alphabetic order, more intelligible to the average reader.

Catharine, N. Y.
Catharine Lake, North Carolina
Catherine. Thackeray, W. M.
Catherine, princess of England
Catherine II, empress of Russia
Catherine and Petruchio. Garrick, David
Catherine Blum (French). Dumas, Alexandre
Catherine Blum (English). Dumas, Alexandre
Catherine Carr. Wilkins, M. E.
Catherine de Médicis, queen of France
Catherine de' Ricci, Saint
Catherine de St. Augustin
Catherine Howard, queen of Henry VIII.
Catherine islands
Catherine of Alexandria, Saint
Catherine of Aragon, queen of Henry VIII.
Catherine of Braganza, queen of Charles II.
Catherine of Siena, Saint
Catherine of Valois, queen of Henry V.
Catherine Parr. Mühlbach, L.
Catherine Parr, queen of Henry VIII.

ARRANGEMENT 5. Miscellaneous entries illustrating the more difficult points in every-day filing.

À la mer
'Abd al-Bahā ibn Bahā Allāh
'Abd al-Hamīd, bey
'Abd al-Ḳádir ibn Múhyí al-Dín, amir of Mascara
Abdallah, Shaykh Hajj
'Abd al-Latīf
'Abd al-Majīd, Sayyid
'Abd al-Majīd, sultan of Turkey
'Abd al-Rahmān Khān
'Abd al-Razzāk ibn Is'hāḳ, Kamāl al-Dín
Abd el Hamid Badaoui
Abderhalden, Emil
Abdulla bin Abdulkadar
Abdullah Seraphin
Abdy, John
Abt, Franz
Abū al-'Alā
Abū al Fadhl ibn Mubārak
Abū al-Ghāzī
Abū al-Ḥasan 'Ali ibn 'Abd Allāh ibn Abī Zar'
Abū Bakr ibn al-Ṭufail, Abū Ja'far
Abulhassan, Mirza
Abul-Ḳasīm Ḥasan
Abydos
Adams, Mary
Adams, Mary, pseud.
Alabaster box
Alameda county (Cal.) (subject)
All Souls college
Allaben, Frank
All's well that ends well
Bacon, Edgar M.
Bacon, Edwin M.
Baldwin, James
—School reading by grades; third year
—School reading by grades; fifth year
—School reading by grades; eighth year
Book, J. W.
Book news, English and Indian (Periodical title)
Book-prices current (Periodical title)
Book reviews (Periodical title)
Bookbinder (Periodical title)
Books (subject)

Boy craftsman
Boy scouts
Boyce, John, (Paul Peppergrass, pseud.)
Boyd, A. S.
Boyd's Jersey City and Hoboken directory
Boyesen, H. H.
Boys, C. V.
Boys (subject)
Boys' and girls' Plutarch
Boys and men
Boy's book
Boy's book of Indians and the wild west
Boys of '76
Boyse, Samuel
Boyton, Mrs. Paul, comp.
Carlyle, Thomas
Works
Carlyle, Thomas and Emerson, R. W.
Correspondence
Carlyle, Thomas
French revolution
Carlyle, Thomas
Sartor resartus

Carlyle, Thomas
Sartor resartus, see
Larkin
Speculative analysis of Sartor resartus, (criticism card)

Carlyle, Thomas, jt. author, see
Goethe, J. W. von and Carlyle, Thomas

Carlyle, Thomas, ed.
Cromwell
Letters and speeches

Carlyle, Thomas
Froude
Thomas Carlyle. (subject card for biographee)

Carlyle, Thomas, see
Chesterton
Thomas Carlyle (criticism card)

Carlyle, Thomas, see
Anderson
Bibliography of Carlyle (bibliography card)

Carlyle country
Carlyle's first love
Charles, J. F.
Charles, R. H.
Charles, duke of Orleans
Charles V, emperor of the Holy Roman empire
Charles VII, king of France
Charles VIII, king of France
Charles I, king of Great Britain and Ireland
Charles II, king of Great Britain and Ireland
Charles I, king of Roumania
Charles II, king of Spain
Charles XII, king of Sweden
Charles I, d'Anjou, king of Naples
Charles XIV, John, king of Sweden and Norway
Charles Dana Gibson, a study (anon.)
Charles Dickens, the story of his life (anon.)
Charles-Edmond, pseud.
Charles Edward Louis Philip Casimir
Charles Felix, king of Piedmont
Charles of Hesse, princess
Charles the Bold, duke of Burgundy
Charles the Good, count of Flanders
Charleston (S. C.)
Charlestown (Mass.)
Child, William
Child in Florence (anon.)
Childe, Cromwell, comp.
Children's Christmas chats (anon.)
Childs, E. E.
Child's history of the United States (anon.)
Child's picture book of Indians (anon.)
Clark, T. M.
Clarke, F. W.
Clarke, J. F.
Cleveland, S. G.
Cleveland (O.) (subject)
(Le) Comte de Monte Cristo
(La) Comtesse de Charny
Copartnership and profit-sharing (title)
Copartnership in industry (title)
Coppée, Henry
Cox, Sir G. W.
Cox, J. D.

Cox and Box (title)
Norton

Cox and Box (title)
Sullivan.

Crawford, Mrs. Alice (Arnold)
Crawford, Rev. J. H.
Crawford, M.C.
Crawford, V. M
Crawfurd, Raymond

Cromwell, J. H.
Cross, C. F.
Cross, W. L.

Cross. (subject)
Pope
Old stone crosses of Dorset

Cross and crescent (title)
Cross corners (title)
Crosse, Sarah
(La) Dame de Monsoreau (title)
De anima (title)
De finibus (title)
De gestis Herwardi Saxonis (title)
De inventione sanctæ crusis walthamensis (title)
De la terre à la lune (title)
Dean, W. F.
Deane, Samuel
Defence of opposition (title)
DeFoe, Daniel
Degetau y González, Federico
Deichen, Fritz
Delabrousse, Jacques
Delalain, P. A.
Delamere, Gabriel
De Lancey, E. F.
De La Pasture, Mrs. Elizabeth (Bonham)
Delaware historical society
Del Mar, Alexander
De Normandie, James
Denoyés, J.
Der familie Buchholz; zweiter theil
Derby, J. C.
Des lebens ueberdruss (title)
Description of the town of Lawrence (anon.)
Dewing, A. S.
De Witt, F. B.
Dr. Latimer (title)
Doctor Pascal (title)
Documents relating to the early settlement of the town of Southampton, L. I.
Drachmann, H. H. H.
Du mein Jena!
Du Bois, William
Du Bois family (subject)
Du Boisgobey, Fortuné
Ekroll, Martin

El Gran Chaco
El Hedjaz
El Khargeh
} or, ignore the article "El" and arrange under the word following.

Elam, Charles
Elba
Elbe
George, F. A.
George, Henry
George, Richard
George, Lake
George II, king of Great Britain and Ireland
George Dandin (title)
George junior republic
George Silverman's explanations
Georgia. Description & travel
Georgia. History
Georgian bungalow
Harris, W. T. and others
Fifth reader
—First reader
—Fourth reader
Hecla (ship)
Hector
Hector, Mrs. Annie (French)
Hedd, L. A.

Honest money (title)
Fonda

Honest money (title)
Waterloo

Ignotus, pseud.
Pen and ink sketches of military

Ignotus, pseud., see also
Müller-Guttenbrunn, Adam

Jamaica (West Indies)
James, A. L.
James, Henry, jr.
James, William
James, Saint, the Apostle
James I, king of Aragon
James I, king of England
James I, king of Great Britain and Ireland
James II, king of Great Britain and Ireland
James I, king of Scotland
James IV, king of Scotland
James Fisk, jr., the life of a . . . boy (anon.)
James Francis Edward Stuart, prince of Wales, called the Old pretender
James river valley
James Stephen (title)
James the Less, brother of the Lord (subject)
Joseffy, Rafael
Joseph (subject)
Joseph (in drama) (subject)
Joseph, Henry
Joseph, Leonard
Joseph, Rev. Morris
Joseph (Hin-mah-too-yah-lat-kekt), Nez Percé chief

Joseph II, emperor of Germany
Joseph II and his court (title)
Joseph Bonaparte, successively king of Naples and Spain
Josephine, empress of the French
La Barreyrie, F. de
Labarte, Jules
Ladies' memorial association, Charleston, S. C.
Ladies of the American buffaloes
Laffan, W. M.
Lalande, André
La Lande, Roger de
Lamothe, H. F. de
Lang, Andrew, ed.
Blue fairy book
Lang, Andrew and Sylvester, Paul, tr.
Dead leman, and other tales from the French
Lang, Andrew
Helen of Troy
Lang, Andrew and Lang, John
Highways and byways in the Border
Lang, Andrew
Short history of Scotland
Lang, Andrew, ed.
Violet fairy book

Lang, Andrew, jt. author, see Haggard, H. R. and Lang, Andrew

Lang, Andrew, ed.
Burns
Selected poems

Lang, Andrew, tr.
Homer
Homeric hymns

Lang, Andrew, ed.
Wordsworth
Selections

Lang, Andrew, ed. see English worthies

Lang, Andrew, see Gosse
Andrew Lang (criticism card)

Lang, Arnold
Layoock, Craven
Learned, Walter, ed.
Lebon, André
Lee, S. L.
Legge, James
Le Roy, J. A.
London, Jack
London. Guildhall library
Long, A. M.
Long, J. H.
Long, J. L.
Long, W. J.
Long Island calendar for 1902 (title)
Long Island railroad company
Longfellow, H. W.
Complete poetical works
— Courtship of Miles Standish
Longman, William
Longmans' English grammar
Mabinogion
McAdam, J. L.
McAfee, C. B.
McAllister, J. M.
McAtee, W. L.
McAulay, Allan
Macaulay, T. B., 1st baron
McCall, S. W.
McCall, Sidney
M'Callum, P. F.
MacCarthy, J. G.
McCarthy, James
McCarthy, Joseph
McCarthy, Justin
McCaskey, J. P.
M'Cauley, I. H.
McClellan, Elisabeth
M'Clellan, R. G.
McClellan, R. H.
McClelland, T. C.
M'Clintock, Sir F. L.
MacColl, Malcolm
M'Collum, W. S.
MacCoun, Townsend
McCutcheon, G. B.
MacDonald, Arthur
Macdonald, J. R. L.
M'Donell, Alexander
Macfadden, B. A.
McFadyen, J. E.
Macfarland, Charles
McFarland, John
Macfarlane, C. W.
MacFarlane, Charles
Machale, John, archbishop of Tuam
McHardy, C. M.
M'Hardy, George
McHenry, James
McHenry, M. W.
Machiavelli, Niccolò
Machine design
Machinery
Machray, Robert
M'Ian, R. D.
McIntosh, William
McIntosh battery and optical co.
MacIver, H. R. D.
Mack, A. E. comp.
Mackaye, P. W.
Mackaye, Steele

Mackenzie, A. F.
McKenzie, Alexander, 1830–
Mackenzie, Alexander, 1838–
Mackinnon, James
Mackintosh, C. F.
Maclean, A. J.
M'Lean, John, of the Hudson's Bay company
McLean, Ridley
McLellan, J. A.
McNeil, Samuel
McRa, Duncan
MacRae, Alexander
Macray, W. D.
MacVeagh, Wayne
McVey, W. E. ed.
Mary, Jules
Mary, mother of Jesus
Mary, princess of Orange
Mary, princess royal of Great Britain
Mary, queen consort of Louis
Mary, queen of Scots
Mary I, queen of England
Mary II, queen of Great Britain
Mary Magdalene, Saint
Mary of Burgundy, empress consort of Maximilian
Mary of Modena, queen consort of James II
Mary of Munster, Saint
Mary Staunton
Mary Stuart
Mary Tudor, princess
Maryan, M. pseud. see
Mary-Lafon, J. B.
Maryland
Miss Archer Archer (title)
Mr. Sweet Potatoes, and other stories (title)
Mr. Whitelaw Reid in France, 1889–1892 (title)
Mistral, Frédéric,
Mistress and maid (title)
Mistress Barbara (title)
Mrs. Cliff's yacht (title)
Mrs. Lorimer
Mistress of Shenstone
Mrs. Partington's carpet-bag of fun
Muel, Léon
Mueller, J. C.
Muensterberg, Emil
Mulhall, M. G.
Müllenhoff, K. V.
Müller, F. M.
Müller-Guttenbrunn, Adam, (Ignotus, pseud.)
Neumann, F. E.
New, Charles
New book of proverbs (title)
New Brunswick (Canada)
New Brunswick (N. J.)
New era series
New Hampshire. Governor. G. A. Ramsdell, 1897–1898
New Orleans. Public school and lyceum library
New Orleans as it is (anon.)
New St. Louis (anon.)
New South Wales
New speller (anon.)
New York (City). Civil service commission
New York (County). Board of supervisors
New York (County). Register
New York (State). Legislature
New York (State). Secretary of state
New York central & Hudson river railroad
New York historical society
New York life insurance company
New York southern society. Library
New York State historical association
New York Times (periodical title)
New York Tribune's pocket atlas of the world (title)
Newark female charitable society
Newcomb, Harvey
Newcomb, J. T.
Newcome, Richard
Newcomer, C. A.
Newenden, Eng. (Parish)
Newman, Edward
Newman's directory and guide of Los Angeles
News from New-England (title)
Newsome, Edmund
Newson, T. M.
Newstead, Robert
Nicholas, S. S.
Nicholas Ferrar, his household and his friends (title)
Ober, F. A.
O'Brien, R. B.
O'Meara, B. E.
Pauer, Ernst
Paul, Benjamin
Paul, Bruno, pseud.
Paul, Charles
Paul, Robert
Paul, bishop of Scalholt
Paul, Father
Paul, Saint
Paul I, emperor of Russia
Paul III, pope
Paul Arnold (anon.)
Paul-James, pseud. see
Paul of Tarsus (title)
Paul of Thebes
Paul, the Simple
Paula, Saint

Paulding, Charles
Saint Albans (Vt.) Board of trade
Saint Didier
Saint Girons, Antoine
St. John, T. M.
Saint John as a Canadian winter port (title)
Saint Mars, G. A. C. de Courtiras, vicomtesse de
St. Petersburg. British factory. Library
Sainte Marie, J. B. E. C. P. de
Saintine, J. X.
Samuelson,
San Antonio
San Diego
San Francisco
San Lucar
San Marco
Sanborn
Sand, George, pseud.
Seven poor travellers (title)
7 to 12 (title)
Seven years (title)
Sevenoak, F. L.
Sevenoaks (title)
"1779" (title)
Seventeen trips through Somaliland and a visit to Abyssinia (title)
Storekeeping
Stories
Stories by English authors (title)
Stories for Christmas (title)
Story, A. T.
Story hour for children (title)
Story-telling
Storyology (title)
Thompson, W. O.
Thomson, Joseph
365 tasty dishes
V., M.
Van Allen, W. H.
Van Cleve, A. D.
Vancouver island
Vancsa, Max
Vanderpoel, E. N.
Van Devanter, J. N.
Van Heuvel, J. A.
Vannes. Musée archéologique
Van Nostrand, J. J.
Vannucchi, Olivo
Vanutberghe, H.
(La) Vie à vingt ans
Voltaire, F. M. A. de
W., baron
Washington, B. T.
Washington, George
Washington (State). Governor (author)
Washington (D. C.) (subject)
Wells, H. G.
Wells (subject)
Wellsted, J. R.
Welsh literature
Wilson, James Harrison
Wilson, James Hood
Woodberry, G. E.

Arrangement of History Under a Country Heading

Country.	History.	General
"	"	" Study and teaching
"	"	Mediæval
"	"	Periods — arrange chronologically
"	"	Centuries
"	"	Modern
"	"	Literary (to be rarely used)
"	"	Philosophy of
"	"	Religious

CHAPTER XXIV

PRACTICAL HINTS NOT STRICTLY CONFINED TO CATALOGING

Read at least your two American organs of the library profession "The Library Journal," and "Public Libraries" religiously each month. You will be well repaid for the outlay of money and time.

Get the unabridged edition of the Dewey Decimal classification, rather than the abridged edition if you can possibly afford to do so. You will be amply repaid for the extra expense. The latest edition, published in 1913 is preferable mainly because of its index, which is more up to date in the matter of new terms and expressions to fit new subjects of recent interest than is the body of the book itself. If you have an earlier edition, the Index may be purchased separately, for $3.25.

Get the Library of Congress printed catalog cards for your books whenever possible. They cost so little in time as well as money and the result will more than repay you for any little inconvenience in sending and waiting. Make out a list of the books for which you want cards, giving the Author, Title, Date and Edition of the book in each case and specifying the number of cards wanted for each book. Unless you care to put temporary cards in your catalog, or leave the books unrecorded for some time in the catalog, I would suggest that you instruct the Library of Congress to send at once what cards were ready and cancel the order for the remaining books, and write or typewrite those cards yourself. It is simpler than trying to keep track of what cards are still to come and what books still uncataloged. I suggest a list instead of a slip for each book merely because it is less likely to get lost, though the Library of Congress manages so carefully that it is rarely, almost never, that an order or part of an order is lost. If you prefer to send the order for cards when you send out your order for books (which will insure the receipt of the cards often *before* the arrival of the books) follow the same plan, but as you will not be able to state with certainty the number of cards required for each book, leave that to the judgment of the Card Section of the Library of Congress, instructing them to send for each book listed as many cards as they them-

selves would make. Should you afterwards find that not enough have been sent in any instance either write the missing cards yourself or send another order. I would not recommend the latter except in cases where many extra cards, for analyticals for instance, are needed. By applying to the Card Section of the Library of Congress, you may obtain "franks" which you can paste on unstamped envelopes and so save postage when ordering cards. For more detailed information regarding these printed cards and more specific directions as to ordering, etc., send to the Library of Congress for the newly published edition of the Handbook. When using the printed cards I would suggest making the printed heading, the name heading on the top line, agree with any written or typewritten cards you may already have in the catalog by the same author, so as to avoid confusion in filing. Otherwise I would not make any changes in the printed cards, even though they do not agree in fullness with the rest of the catalog. The result is always so messy if too much is crossed out or erased. Ignore such difference in filing, making sure that all books by the same author are filed together under his name. The printed cards may also be used for Shelf List cards though I should not recommend them strongly, as there is often so much printed matter on the card that it is difficult to find a clear space sufficiently large to receive several accession numbers so that they can be easily read.

For book numbers use the Cutter-Sanborn Author tables, numbering by the initial letter of the author's surname in all cases except that of individual biography, when you should use the initial letter of the subject's surname as the beginning of the book number. Use the three figures derived from the tables for fiction (if you use any book numbers at all for this class, which I do *not* recommend) and individual biography, and the first two figures for non-fiction. For fiction I would suggest that you use neither class nor book number. Arrange the books in this class on the shelves alphabetically by authors, and by title under each author, and charge them by the accession number. For juvenile fiction a J may be used in place of a class number to differentiate it from adult fiction. Here also no book number need be used. For individual biography B may be used. This letter used in place of the class number will bring all biographies into one class, arranged in one alphabet in this case by their subjects in place of their authors. Write the class number on the first line in the upper left-hand corner of each card, and the book number on the second line. If a call number is used for fiction, I would suggest leaving the first line blank, as

that would immediately indicate that the book was fiction. I would strongly recommend also that all collective biography be classed in 920, instead of scattering it through classes 920–928.

For small libraries the book number could be dispensed with altogether without disadvantage, and books of non-fiction could be arranged on the shelves according to class and alphabetically by authors in each class. The accession number in this case would be a distinguishing mark, should one be needed.

Use red ink with its screaming emphasis for all subject headings and subject cross references, even names of individuals when these are treated as subject headings. Bring the author out to the left vertical line or outer indention on all cards except the series card. On the series card bring out the series heading and indent to the second indention all authors. Indent the first line of the title on all cards and all lines of the title on the title card. Begin all headings, subject, title, cross reference, etc., except the author heading, and the series heading, on the same card, at the second or inner indention.

I have appended a list of the simpler, more available and less expensive tools for the cataloger, starring those that are likely to be most used; also a list of bibliographical and typographical terms most frequently used in library work.

A word concerning the materials used may not be amiss. Get the very best cards of medium weight in the market, for though the expense may be a trifle greater in the beginning, the saving in the end will more than compensate you in the appearance of the cards and the permanency of your work. The Library Bureau card, size 33R, is the best and has the advantage of being of the same thickness as the printed card of the Library of Congress, a very important fact, as it makes filing easier and the handling of the cards simpler. Cards of varying weight in a catalog do not make for ready consultation. Have the tops of the cards red-inked, as that will prevent them from looking soiled for a *much* longer time. Red-ink the printed cards yourself as you add them, either by passing a brush dipped in red ink over a package tightly compressed, or by running the red ink pen along the top of each card singly. Practice on some waste cards before beginning. If you find that your borrowers handle the cards at the sides very much, have the cards inked at the sides also. The Library Bureau will do this free of charge if you will specify it when ordering them.

Get the buff colored bristol board guide cards with celluloid tops, which may be ordered of the Library Bureau with the special lettering desired by you, or in standard sets of 300 or 500 guides

respectively. That printed tip sticking out between the tops of your cards in the catalog trays looks much more inviting than a written guide, and the celluloid protects it thoroughly. If your public is in the habit of fingering the guide slips in the front of the catalog trays, slide a piece of celluloid over your written or printed slip in the little brass holder. These also may be procured of the Library Bureau.

Buy the best cabinet that may be found (with lock rods instead of screw rods) otherwise you will live to regret having been unwisely economical.

Use the best inks, or if your library can afford it, use the typewriter. A good typewriter, preferably the Underwood visible writing machine, with the best ribbons (Record, lightly inked), and first-class quality cards, will insure a degree of uniformity and neatness that will be a satisfaction alike to trustee, librarian and the public. If you use the Underwood, or any other typewriter, have it fitted with the élite type, as that most closely resembles the print on the Library of Congress card, is more quickly read and enables you to put more on a card than the larger type with which a typewriter is ordinarily supplied. The ratchet also should be so altered that one touch of the key will move the carriage and indent as for author and two taps as for title.

If you prefer to label your books, and you will have to label some which do not lend themselves readily to lettering, use the round linen label instead of a paper label. The shape prevents the corners from curling up and off and the spaces between the linen threads seems to keep it smooth on the back of the cover. It does not blister and crack as a paper label so often does. Before pasting on the label rub the spot (on the back of the book) with a little ammonia to take off the dressing. The label will stick better. For lettering use Higgins's waterproof black and red inks and David's white letterine, and Esterbrook's telegraphic pen, which has a turned up point and will therefore enable you to write while holding it in an almost horizontal as well as vertical position. Keep your pen clean. Before beginning to letter, shellac the back of the book the entire width and the height of the number, beginning all numbers at an even distance from the bottom of the book. After the shellac has dried, write in the Call number and allow this to dry before applying a second coat of shellac. Sometimes an unimportant marking of the binder or publisher will be found where it interferes with the Call number. In such case use a coat of Higgins's waterproof black drawing ink before applying the first coat of shellac, making sure the ink

coating is thoroughly dry, or clean off the gilt on the binding with ammonia. Judgment and experience are needed in working with the various binding materials. There is also a certain knack in holding the pen while lettering. After the book has been used for some time the lettering tends to rub off—it cannot be avoided so far as I know. Lettering may at any time be removed by applying ammonia. If the shellac becomes thick and whitens dilute it with wood alcohol.

When sending books to the binder for rebinding, instruct him to print the call number on the back, in gilt or black, at the same time. The extra cost is almost nothing and the result much more permanent and satisfactory than labeling or lettering done by yourself. If you order your books from The Chivers Binding Company direct and can assign call number to the titles ordered in advance, have them added in the same way. You will find that binding and lettering both will last as long as the book itself.

Have stamps made for any heading or note in frequent use on catalog card or elsewhere; e.g., the name of your library (to be used when ordering printed cards, etc.) notes reading, "For contents see the main card," etc. etc.

Following is a useful sign to be framed and placed on top of the catalog case:

HOW TO USE THE CATALOG

This catalog may be consulted like a dictionary or a cyclopedia.

If you know the **Author's** name look for that.

If his name is not known to you, look for the **Subject.**

When the book is a work of fiction look under the first word of the **Title** *not* an article.

All **Authorless** works are to be found under the first word of the **Title** *not* an article, such as the, a or an.

CHAPTER XXV

BIBLIOGRAPHIES, ETC.

List of Some of the More Important Books and Articles on Cataloging for Suggestive Reading

Page numbers for the Library Journal which are preceded by c., refer to A.L.A. Conference proceedings. The "Library Journal" and "Public Libraries" are American periodicals. The others mentioned are English.

Reference aids for cataloging Periodicals and Corporate entries will be found under those headings respectively, on pages 107 and 136.

A. L. A. List of subject headings for use in dictionary catalogs. Ed. 3. Rev. by M. J. Briggs. 1911.

A. L. A. and L. A. U. K. Catalog rules; Author and title entries. 1908.

Art of cataloguing; a review of Quinn's Library cataloguing. 1913. (in Librarian. 1913–14. v. 4, p. 60–63.)

Austen, Willard. Pamphlets, what to do with them. (in Library Journal. 1893. v. 18, p. 143–144.)

Barrett, F. T. Alphabetical and classified forms of catalogues compared. (in International Library Conference. 1897. Transactions, p. 67–71.)

Bishop, W. W. Some considerations on the cost of cataloging. (in Library Journal. 1905. v. 30, p. 10–14.)

——Subject headings in dictionary catalogs. (in Library Journal. 1906. v. 31, c113–123.)

Bond, Henry. Classified versus dictionary; a comparison of printed catalogues. (in Library Association Record. 1900. v. 2, p. 313–318.)

Bostwick, A. E. American public library. 1910.

——Card catalog for blind readers. (in Library Journal. 1905. v. 30, p. 475.)

Bradbury, L. A. Difficulties found in the cataloging of portraits. (in Library Journal. 1904. v. 29, p. 588–590.)

Brown, J. D. Alphabetical versus the classified catalogue. (in his Manual of library classification. 1898. p. 87–93.)

——Cataloguing. (in Library. 1897. v. 9, p. 150–156.) Treats chiefly of the choice of headings in dictionary catalogs.

Brown, J. D. Library classification and cataloguing. 1912.

——Philosophy of cataloguing. (in Library World. 1903–04. v. 6, p. 319–324.)

——Tyranny of the catalogue. (in Library World. 1908–09. v. 11, p. 1–6.)

——and Jast, L. S. Compilation of class lists. (in Library. 1897. v. 9, p. 45–67.)

Contains some good suggestions on annotating.

Brown, Z. M. Cataloguing. (in her Directions for the librarian of a small library. 1911. p. 15–25.)

Bullock, E. D. Practical cataloging. (in Public Libraries. 1901. v. 6, p. 134–138.)

Cataloging symposium. (in Public Libraries. 1901. v. 6, p. 150–154.)

Contents: Series cards, by Tina Skeer; Annotated catalog cards by Evva Moore; Some problems in cataloging, by Frances Simpson.

Clarke, O. E. Learning to catalogue. (in Library Assistant. 1907–09. v. 6, p. 116–121.)

Clatworthy, L. M. Cataloging. (in Public Libraries, 1904. v. 9, p. 107–109.)

Cole, G. W. Future of cataloguing. (in Library Journal. 1890. v. 15, p. 172-176.)

Collar, M. A. Classification and cataloging of children's books. (in Library Journal. 1903. v. 28, c57–68.)

Crawford, Esther. Cataloguing; suggestions for the small public library. 1906.

Currier, T. F. Change of name of corporate bodies; a suggestion for the cataloger. (in Library Journal. 1910. v. 35, p. 202–205.)

——Too many cards under a subject heading. (in Library Journal. 1910. v. 35, p. 412–413.)

Cutter, C. A. Cataloguing. (in Library Journal. 1889. v. 14, p. 152–153.)

——Rules for a dictionary catalogue. Ed. 4. 1904.

——and Clarke, E. E. Corporate entry; further considerations. (in Library Journal. 1897. v. 22, p. 432–434.) Two papers in reply to Mr. Fletcher.

Dana, J. C. Library primer. 1910.

Descriptive cataloguing; a review of the catalogue of Perry Hill branch library, Lewisham public libraries. (in Library. 1897. v. 9, p. 117–119.)

Dewey, Melvil. Library school rules, with 52 facsimiles of sample cards for author and classed catalogs; with bibliography of Catalog rules by M. S. Cutler. Ed. 6. 1899.

Dewey, Melvil. Simplified Library school rules; card catalog, book numbers, accession, shelf list, capitals, punctuation, abbreviations, library handwriting. 1898.

With 80 sample cards for both dictionary and classed catalogs.

Discussion of the value of subject catalogs, full titles on author or on subject card, and full names. (in Library Journal. 1893. v. 18, c76–78.)

Eastman, W. R. How to catalog a small library. (in Public Libraries. 1906. v. 11, p. 314.)

Eno, J. N. Name-making and cataloging of names. (in Library Journal. 1910. v. 35, p. 553–555.)

Feipel, L. N. New scheme for card catalogs. (in Library Journal. 1910. v. 35, p. 205–206.)

Fiske, John. A librarian's work. (in his Darwinism and other essays. 1885. p. 332–370.)

Fletcher, W. I. Corporate authorship. (in Library Journal. 1896. v. 21, p. 493–494.)

——Future of the catalog. (in Library Journal. 1905. v. 30, p. 141–144.)

Funnell, H. A. Sketch of the history of the classified catalogue in the British Isles. (in Library World. 1911–12. v. 14, p. 197–200.)

Ganley, Marie. Some problems in cataloging. (in Public Libraries. 1901. v. 6, p. 139–143.)

Hanson, J. C. M. Rules for corporate entry. (in Library Journal. 1905. v. 30, p. 72–80.)

Hasse, A. R. Building up a document department. (in Public Libraries. 1907. v. 12, p. 48–51.)

——Cataloging annual reports. (in Public Libraries. 1900. v. 5, p. 319–320).

——How may government documents be made more useful to the public. (in Library Journal. 1901. v. 26, p. 8–13.)

——Subject headings for state documents. (in Library Journal. 1906. v. 31, c123–126.)

——United States government publications; a handbook for the cataloguer. 1902–03. 2 v. *In progress.*

Hawkes, A. J. Alphabetization of catalogues. (in Library World. 1912–13. v. 15, p. 262–266.)

Hitchler, Theresa. Cataloguing for small libraries. Ed. 2 rev. & enl. 1915.

——Comparative cataloguing rules. *In progress.*

Hodges, N. D. C. Bibliographies vs. catalogs. (in Public Libraries. 1902. v. 7, p. 299–302.)

Hopkins, J. A. Lesson on the card catalog. (in Public Libraries. 1903. v. 8, p. 156–158.)

Hulme, E. W. Principles of cataloguing. (in Library Association Record. 1906. v. 8, p. 31–45.)

International cataloging rules. (in Library Journal. 1910. v. 35, p. 429–434.)

Is a printed catalogue necessary in an open access library? (in Librarian. 1913–14. v. 3, p. 270–274.)

Jackson, W. J. On the signs and symbols in cataloguing. (in Library World. 1910–11. v. 13, p. 161–165.)

James, M. S. R. Card catalog guides. (in Public Libraries. 1902. v. 7, p. 229–230.)

——Progress of the modern card catalog principle. (in Public Libraries. 1902. v. 7, p. 185–189.)

Jast, L. S. A Novel catalogue. (in Library World. 1910–11. v. 13, p. 193–196.)

Jones, E. L. Making of a card catalog. (in Public Libraries. 1904. v. 9, p. 109–113.)

Kephart, Horace. Fumigalli's Rules for cataloguing. (in Library Journal. 1887. v. 12, p. 547–548.)

Kroeger, A. B. Arrangement of entries in catalogs. (in Library Journal. 1905. v. 30, p. 146–147.)

——Cataloging and the new A. L. A. Rules. (in Public Libraries. 1903. v. 8, p. 20–21.)

——Instruction in cataloging in library schools. (in Library Journal. 1907. v. 32, p. 108–111.)

Lane, W. C. Cataloging: (a) Points which may be considered settled. (b) Points upon which opinion is divided. (in Library Journal. 1893. v. 18, p. 238–240.)

Letts, Thomas. Notes on the cataloging of maps. (in Library Journal. 1902. v. 27, p. 74–76.)

Library Bureau. How shall I catalog my library? 1913.

Linderfelt, K. A. Eclectic card-catalog rules. 1890.

Mash, M. H. B. Cataloguing codes. (in Librarian. 1913–14. v. 4, p. 135–140.)

Mattern, Johannes. National and international coöperation in the field of analytical cataloging. (in Library Journal. 1912. v. 37, p. 370–376.)

New York (State). **State library,** Selection of cataloguers' reference books, 1903. (Bulletin 84: Bibliography no. 36.)

New York State library school. English cataloguing rules . . . used in Library school comparative cataloguing course. 1902. (New York (State). State library. Bulletin 77: Library school 13.)

Ogle, J. J. Some pitfalls in cataloguing. (in Library. 1896. v. 8, p. 150–156.)

Ohio library association. Proposed change in printed catalog cards. (in Public Libraries. 1904. v. 9, p. 321–322.)

Pettee, J. I. Dissertations and program literature. (in Library Journal. 1904. v. 29, p. 297–300.)

Philip, A. J. Production of the printed catalogue. 1910.

Plummer, M. W. Hints to small libraries. Ed. 4. 1911.

Quinn, J. H. Library cataloguing. 1913.

——Manual of library cataloguing. 1899.
Intended to serve as an introduction to Cutter's Rules for a dictionary catalogue and Linderfelt's Eclectic card catalogue rules.

Reinick, W. R. Arrangement and cataloging of United States government documents. (in Public Libraries. 1900. v. 5, p. 83–87.)

——Classifying and cataloging public documents. (in Public Libraries. 1906. v. 11, p. 51–53.)

Rogers, W. T. The Library and the catalogue. (in his Manual of bibliography. 1891. p. 105–121.)
From a bibliophile's point of view.

Savage, E. A. Manual of descriptive annotation for library catalogues. 1906.

——Principles of annotation. (in Library Association Record. 1904. v. 6, p. 575–590.)

Sayers, W. C. B. Anglo-American cataloguing code. (in Library World, 1908–09. v. 11, p. 467–472.)

——**and Stewart, J. D.** Card catalogue. (in Library World. 1911–12. v. 14, p. 162–165; 1912–13. v. 15, p. 39–44, 77–83, 107–110.)

——Card catalogue; practical manual for public and private libraries; including other uses of cards in libraries. 1913.

——Catalogues for children. (in Library Association Record. 1905. v. 7, p. 377–391.)

Severance, H. O. Three of the earliest book catalogs. (in Public Libraries. 1905. v. 10, p. 116–117.)

Simpson, Frances. Some problems in cataloguing a normal school library. (in Public Libraries. 1901. v. 6, p. 152–154.)

Smith, F. E. Best catalog for the small library. (in Public Libraries. 1901. v. 6, p. 147–150.)

Smith, Laura. Helpful points in cataloging and analyzing. (in Public Libraries. 1904. v. 9, p. 103–106.)

Spofford, A. R. Catalogue. (in his Book for all readers. 1909. p. 373–399.)

Tillinghast, W. H. Rules and suggestions intended particularly for catalogers. (in Library Journal. 1902. v. 27, p. 873–875.)
Tolman, F. L. Bibliography and cataloging; some affinities and contrasts. (in Public Libraries. 1905. v. 10, p. 119–122.)
Tyler, A. S. Modification of subject entries for card catalogs. (in Library Journal. 1903. v. 28, p. 21–22.)
United States. Library of Congress. Bibliography of coöperative cataloguing and the printing of catalogue cards. 1903.
Van Valkenburgh, Agnes. Common sense in cataloging small libraries. (in Library Journal. 1906. v. 31, c127–129.)
——Plea for the cataloger. (in Library Journal. 1914. v. 39, p. 679–681.)
Wandell, Caroline. Typewriter for card catalogs. (in Library Journal. 1902. v. 27, p. 268–269.)
Weitenkampf, Frank. Notes on the cataloging of prints. (in Library Journal. 1907. v. 32, p. 408–409.)
Wheatley, H. B. How to catalogue a library. 1899.
Wire, G. E. Some heresies about cataloging. (in Library Journal. 1897. v. 22, c62–63.)

REFERENCE AIDS FOR THE CATALOGER

1.

"As a rule, a cataloger can without difficulty determine the nationality, or the class, or the period of the person whose name he seeks. In deciding whether he will then look for the name in a general or a special book, experience must be his guide. For an author whose surname is familiar, while his forenames have slipped the memory, a general book will be of readiest service; and even for unknown names a good general book may be consulted before an inferior special help."

Never do over what has already been well done by someone else. Therefore,

If you have access to one of the catalogs of printed cards of the Library of Congress (a Depository Catalog, so called) consult that before any reference books and accept it as your authority, unless you have reason to question the authenticity or correctness of an entry.

In examining or consulting reference books, be careful to identify the author as the author of the book in hand. The maiden names of married women may often be found in the body of a notice when omitted from the heading. Observe and note the time, scope and countries covered in each reference book and

the classes of people to be found therein, so as to prevent waste of time and effort in consulting it for names of people not covered by said time, scope, countries and classes.

In the following classified list the entries which are starred (*) indicate the books most used for reference purposes in the Cataloging Department of the Brooklyn Public Library. I have omitted stars for old catalogs of libraries, which are very helpful in cataloging old collections but not current publications. I have not attempted to give publisher or price, as you can readily ascertain that from your local dealer or the A. L. A. Publishing Board.

General Aids

First and foremost, if you have access to one, the **Depository Catalog** (printed cards) of the Library of Congress.

***A. L. A. and L. A. U. K.** Catalog rules; Author & title entries. 1908.

***Cutter.** Rules for a dictionary catalog. Ed. 4. 1904.

Dewey. Library school rules. Ed. 6. 1899.

——Simplified library school rules. 1898.

Hitchler. Cataloging for small libraries. Ed. 2 rev. & enl. 1915.

Linderfelt. Eclectic card catalog rules. 1890.

New York (State). State library. Selection of cataloguers' reference books. 1903. (Bulletin 84: Bibliography no. 36.)

Perkins. San Francisco cataloging for public libraries. 1884.

Quinn. Manual of library cataloging. 1913.

Wheatley. How to catalog a library. 1889.

Encyclopedias

Appletons' Annual cyclopaedia. 1861–1902. Discontinued.

Encyclopaedia Britannica. 29v. Ed. 11. 1910–11.

Johnson's universal cyclopaedia. 8v. 1896.
Rev. ed. 12 v. under title "Universal encyclopaedia," published by Appleton.

***Larousse's Grand dictionnaire de XIXme siècle.** 17 v. 1866–1890.
Supplement & Index.

***Larousse's Grand dictionnaire universel.** 17 v. 1865–90, including two Supplements.

***New international cyclopaedia.** 20v. 1911. Ed. 2 in progress.
Supplement to date has title "New international year book."

***Nouveau Larousse illustré.** 8 v. 1898–1907, including one Supplement.

Biographical Dictionaries: General

*Century cyclopaedia of names. New ed. 1911.
Hoefer. Nouvelle biographie universelle. 46 v. 1852–1868.
Phillips. Dictionary of biographical reference. 1889.
Thomas. Universal pronouncing dictionary of biography & mythology (Lippincott's biographical dictionary). Ed. 3. 1905.
Warner. Dictionary of authors (being v. 42–43 of Library of the world's best literature). 1897.

Biographical Dictionaries: Contemporary

Bornmüller. Biographisches schriftssteller-lexicon der gegenwart. 1882.
Plarr. Men and women of the time. Ed. 15. 1899.
Pratt. People of the period. 2 v. 1897–98.
Sanders. Celebrities of the century. 1887.
Vapereau. Dictionnaire universel des contemporains. Ed. 6. 1893. Supp. 1895.

Biographical Dictionaries: American

Adams. Dictionary of American authors. Ed. 5. 1897–1905.
*Allibone. Critical dictionary of English literature & British and American authors. 3 v. 1854–1886.
*——Supplement, by J. F. Kirk. 2 v. 1891.
*Appletons' Cyclopaedia of American biography. 7 v. 1888–1900.
*Canadian Who's who. 1910.
Morgan. Canadian men and women of the time (triennial). New ed. 1896–1898.
National cyclopaedia of American biography. 13 v. 1892–1904.
——Index and conspectus. 1906.
——Supplement 1. 1910.
*Who's who in America. (Biennial). 1899–date.
*Who's who in New England. (Annual). 1909.

Biographical Dictionaries: English

Adams. Brief hand-book of English authors. 1897.
*Allibone. Critical dictionary of English literature & British & American authors. 3 v. 1854–1886.
*——Supplement, by J. F. Kirk. 2 v. 1891.

***Clergy list** (Clergymen of the Church of England). 1912.
***Stephen.** Dictionary of national biography (No living person included). 63 v. 1885–1900.
——Supplement. 3 v. 1901.
——2d Supplement. 3 v. 1912.
——Index & Epitome. 1903.
***Who's who.** (Annual). 1897–date. (Includes persons other than English of national reputation.)

Biographical Dictionaries: German

***Kürschner.** Deutscher litteratur kalendar. (Annual). 1894–date. (Gives very condensed information, names & dates—list of works, pseuds., etc.)
***Wer ist's** (Annual). 1905–date.

Biographical Dictionaries: Classical

***Smith W.** Dictionary of Greek & Roman biography & mythology & geography. 1894.
Before 1453 included authors are treated with special fullness; gives a list of best editions & references to principal works.

Peerage

***Burke.** Genealogical & heraldic dictionary of the peerage & baronetage. 1912.
Kelly's hand-book to the titled, landed & official classes. 1912.

Dictionaries of Fine Arts

Champlin. Cyclopaedia of paintings & painting. 4 v. 1892.
Gives sketch of the artist, list of his works, illustrations.
Clement. Artists of the 19th century. 2 v. 1899.
——Painters, sculptors, architects, engravers & their works. 1873–1881.
***South Kensington Museum.** Universal catalog of books on art. 3 v. 1868–1877.

Dictionaries of Music

***Baker.** Biographical dictionary of musicians. 1900. Supp. 1905.
Champlin. Cyclopaedia of music & musicians. 3 v. 1888–1890.
***Grove.** Dictionary of music & musicians. New ed. 5 v. 1911.

Dictionaries of Science

*American men of science. Ed. 2. 1910.

Dictionaries of Women

Willard & Livermore. Women of the century. 1893.

Anonyms & Pseudonyms: American

*Cushing. Anonyms. 1890.
*——Initials & pseudonyms. Series 1–2. 1885–1888.
1. Pseudonyms & initials followed by real names.
2. Real name followed by pseudonyms or initials, with short biographical notice.

Anonyms & Pseudonyms: English

*Halkett & Laing. Dictionary of anonymous & pseudonymous literature of Great Britain. 4 v. 1882.
(Alphabetic index to author's pseudonyms & including index to authors in v. 4.)

Anonyms and Pseudonyms: French

*Quérard. Supercheries littéraires dévoilées. 3 v. 1860–1871.
*——Pseudonyms. Ed. 2. 3 v. 1882.

Bibliographies

(Use bibliographies found in the lists of trade bibliography, general & special bibliography.)

Miscellaneous Dictionaries

*Century.
Standard.
Webster, or
Worcester.

Geographical Dictionaries

Century atlas of the world. Ed. rev. & enl. c1897–1911.
Lippincott's Gazetteer of the World; ed. by Heilprin. New ed. 1906.

Subject Headings

*A. L. A. List of subject headings. Ed. 3. 1911.
Harvard university. Library. Subject index.
Library catalogs.
*Library of Congress printed cards. Subject headings indicated thereon.
Also the printed list of Library of Congress subject headings.

Classification Schemes

Cutter. Expansive classification. 1891–93.
*Dewey. Decimal classification. Ed. 8. 1913.
——Abridged decimal classification. 1894.

Library Catalogs: Dictionary

A. L. A. Catalog. 1904.
Boston Athenaeum. Catalogue of the library. 5 v. 1874–1882. (Full in analytics.)
Cleveland (O.) Public Library. Catalogue. 1889.
Detroit (Mich.) Public Library. General catalogue. 1889.
——Supplement. 3 v. 1894–1904.
Grand Rapids (Mich.) Public Library. Complete dictionary catalogue. 1892.
*Peabody institute (Baltimore, Md.) Catalogue of the library. 5 v. 1883–1892.
——Second catalogue. 8 v. 1896–1905.
(Gives full line of analytics & contents).

Library Catalogs: Author

*London library. Catalogues. (Author). 1903–date.
*——Subject-index (separate). 1909.
New York (City). Public library. Catalogue of the Astor library. 4 v. 1886–1888.
United States. Library of Congress. Depository catalogue (printed catalogue cards).

Library Catalogs: Classed. (Dewey Decimal Classification)

A. L. A. Catalog & Supplement. 1904–11.
Fitchburg (Mass.) Public library. Classified catalogue. 1886.
Milwaukee (Wis.) Public library. Systematic catalogue. 1885.

Milwaukee (Wis.) Public Library. Quarterly index of additions. 1886–date.
Osterhout free library (Wilkes-Barre, Pa.) **Catalogue.** 1889.
——Supplement. 1895.
Pittsburgh (Pa.) Carnegie library. Classified catalogue. 3 v. 1907.
——Classified catalogue. Ser. 2. 2 v. 1907–08.
——Classified catalogue. Ser. 3. 10 pts. 1912–14.

Finding Lists & Brief Catalogs: Classed

Buffalo (N. Y.) Public library. Lists.
Newark (N. J.) Free public library. Finding lists.
Salem (Mass.) Public library. Finding list & Supplements.
Scranton (Pa.) Public library. Finding list & Supplements.

Finding Lists & Brief Catalogs: Dictionary

Jersey City (N. J.) Free public library. Alphabetical finding list and Supplements.
Pittsburgh (Pa.) Carnegie library. Catalogue of books in the children's department. 1909.

Library Bulletins

Boston (Mass.) Public library. Monthly bulletin: Annual list of new & important books.
Brooklyn (N. Y.) Public library. Quarterly bulletin. (Annotated.)
Hartford (Conn.) Public library. Bulletin.
Harvard University. Library. Bulletin (published irregularly). Discontinued in 1894.
Milwaukee (Wis.) Public library. Quarterly index of additions.
New York (City.) Public library. Bulletin.
New York (State.) State library. Bulletin of additions. 2 v. 1891–1896.
Pittsburgh (Pa.) Carnegie library. Monthly bulletin.
Providence (R. I.) Athenaeum. Bulletin.
Providence (R. I.) Public library. Monthly bulletin.
Salem (Mass.) Public library. Bulletin.

Almanacs and Year Books

***Almanach de Gotha** (for Sovereigns). 1764–date.
***Literary year book** (for English writers). 1897–date.
***Minerva; Jahrbuch der gelehrten welt** (for College professors). 1892–date.

Trade Lists

***United States catalog;** books in print January 1, 1912; entries under author, subject and title in one alphabet, with particulars of binding, price, date and publisher. 1912.

***Cumulative book index** (published bi-monthly). Supplement to the U. S. catalog. to date.

***American catalog** (for current publications). Ceased publication, 1910.

***English catalogue of books.** 1814–date.

English publishers' catalogue.

***Kayser.** Bücher-lexicon (German publishers' catalog). 1750–date.

***Lorenz.** Catalogue général de la librairie française. 1840–date.

***Publishers' weekly.**

Bibliographical and Typographical Terms with Definitions.

Absolute Location, see **Fixed Location.**

Accession (verb). To enter in an accession-book or official record of additions the title of each book in the order of its acquisition.

Accession-Book. The business record book of all volumes in a library added in the order in which they are received. It gives a brief account of each volume, how obtained, price, and such items as may preserve a record of its history in the library.

Accession Department. That department of a library's administration which includes the selection, ordering and accessioning of books.

Accession Number. The number given to a volume in the order of its acquisition or addition to a library, corresponding to the number opposite its entry in the accession-book.

Accession Order. Arrangement of books on the shelves according to the order of their addition to a class, a numerical and chronological as distinguished from an alphabetical arrangement.

Accession Stamp. A numbering stamp used in printing or stamping accession numbers in books, on cards, etc.

Adaptation. A book or story rewritten or altered and adapted from the original work.

Added Edition. The entry on a catalog card of another edition of a work already in the catalog. The second and following are called added editions.

Added Entry. Any entry for a book other than the main or author entry is an added or secondary entry. These may be added entries for title, subjects, editor, translator, illustrator, etc.

Administration, see **Library Administration.**

Advance Sheets or Copies. Copies of a book, unbound (sheets) or bound, printed in advance, to be used as a basis for preliminary notices, or for simultaneous publication at a place distant from the place of printing and binding.

Alcove. A recess or separate compartment for books in a library, formed usually by two bookcases projecting from the wall, making a very small room, which is sometimes fitted up for the purposes of study.

Alphabetico-Classed Catalog. An alphabetic subject catalog made by class entry, in which the classes are arranged alphabetically and the subdivisions of the classes are also arranged in alphabetic order. It may also include author and title entries in the same alphabet.

Alternative Title. The subtitle of a book introduced by the word "or" or its equivalent.

Ampersand. The abbreviation or sign or character for the word "and"; thus, & (Roman) *&* (Italic) & (black letter).

Analysis. The registry of part of a book or of a work contained in a collection.

Analytic Entry (or an Analytic). A separate entry (whether under author, subject or title) for a distinct part of a book. The body of the entry is followed by a reference in parentheses to the work of which it forms a part.

Annotation. The act of giving additional information in the form of notes, also the notes themselves when made.

Anonymous. Published without the author's name. A book is considered anonymous if the author's name does not appear in the book itself.

Antiqua. A German expression for Roman types.

Appendix. An addition appended to a document or book relating to the main work, usually consisting of explanatory or statistical matter adding to its value, but not essential to its completeness, and thus differing from a supplement, which properly is intended to supply deficiencies and correct inaccuracies.

Application Blank. A printed form furnished by a library to be filled out by persons applying for the use of its books. These forms are filed alphabetically in trays or boxes and serve as an index to the registration book.

Assumed Name, see **Pseudonym.**

Asyndetic. Without cross-references. See also **Syndetic.**

Author. 1. The writer of a book, as distinguished from translator, editor, etc.

2. In a broader sense, the maker of a book or the person or body immediately responsible for its existence. Thus, a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. Corporate bodies may be considered the authors of publications issued in their name or by their authority.

Author Card. A card bearing an author entry; usually the main author card. (See also **Main Entry.**)

Author Catalog. An alphabetic catalog of author entries, and entries under editors, translators, etc. It also usually contains titles, but is then more properly called an author and title catalog.

Author Entry. An entry of a work in a catalog under its author's name as heading, whether this be a main or an added heading. The author heading may consist of a personal or a corporate name or some substitute for it; e.g., initials, pseudonyms, etc.

Author Number. A combination of letters and figures assigned to each book for the purpose of preserving on the shelves an alphabetic arrangement by author under each class. (See also **Call Number.**)

Author Table. A printed list used in assigning author numbers; for example, the Cutter author tables, or Cutter-Sanborn author tables.

Bastard Title, see **Half-Title.**

Bibliographee. One who is the subject of a bibliography.

Bibliography. The science which embraces the history and description of books, treats of their authors, subjects, typography, editions, materials, etc. Also used to mean a list of the books or authorities on any particular subject, as a bibliography of architecture or a list of books of a particular author, printer, place, or period.

Complete bibliography. A list of all books on an author or subject.

General bibliography (or Universal bibliography). Includes bibliographies whose object is to enumerate the titles of books of every age and country and on all subjects.

National bibliography. Record of books printed in a certain country.

Select bibliography. A list of the best books on an author or subject.

Special bibliography. Confined to books on some particular author or subject and may include all or a selection of the books on that subject or author.

Trade bibliography. Application of bibliography to the purchase of books.

Bibliopegy. The art of binding books.

Binder's Title. The title lettered on the back of a book by the binder, as distinguished from the title on the publisher's original binding or cover. (See also **Cover Title.**)

Bindery Book. A book kept for the purpose of recording in it the titles of all books sent to the bindery.

Bindery Slip. A slip sent with each volume to the bindery, on which is given directions to the binder in regard to its lettering and style of binding.

Binding. The cover of a book after the volume has been folded and sewn.

1. Full Binding. A binding in which all the outside of the back and sides is of one piece of cloth or leather.
2. Half Binding. A binding in which the back and corners are covered with the leather or material mentioned, and the sides with paper or cloth.
3. Quarter Binding. A book which has leather or cloth on back only, not on corners.
4. Three Quarter Binding. A binding in which the back and corners are covered with the leather, or materials mentioned, of extra width.

Biographee. One who is the subject of a biography.

Black Letter. A name now given to the Gothic or Old English letter, which was introduced into England about the middle of the fourteenth century, and was the character generally used in manuscripts and in the first printed books. It is still, with various modifications, in common use in Germany.

Blind-Tooled. A book is blind-tooled when the tools are impressed upon the leather without gilding and the pattern is left of the natural color of the leather.

Boards. A book is said to be "in boards" when the boards are covered only with paper, in distinction from one whose boards are covered with leather or cloth.

Body of the Work. The text or subject matter is thus described to distinguish it from the preliminary appendix or notes.

Book Binding, see **Binding.**

Book Card. A card kept in each book, on which is written the call number and name of the book to which it belongs and which is taken out when the book is borrowed and kept as a record of the borrower and date.

Book Label. A small label usually pasted on the back of a book on which is written its call number. Round linen ones are best.

Book Number. A letter, number, or any combination of numbers, letters, or characters assigned to a book in order to distinguish it from all other books in the same class. (See also **Call Number.**)

Book Plate. A label pasted in a book to mark its ownership and to indicate its location in a library.

Book Pocket. A pocket pasted inside the cover of a book to hold the book card or the borrower's card.

Book Support. A prop, made in various styles, which is placed upon a shelf to prevent books from falling over, thus preserving the binding and keeping order on the shelves.

Book Tag, see **Book Label.**

Borrower's Card. A card given after receipt of application blank to indicate the borrower's right to draw books. It usually has a number and the borrower's name and address.

Borrower's Index. An alphabetic list of all borrowers, serving as an index to the registration book. (See also **Application Blank.**)

Borrower's Register, see **Registration Book.**

Bracket (verb). To enclose between [ ].

Branch Library. A permanent collection of books, forming a small library, which, although belonging to the main library and reporting to it, is housed separately and circulates its books independently.

Broadside. A sheet of paper printed on one side only.

Calendered Paper. Paper very highly rolled or glazed, much used for printing illustrated books or magazines.

Call Number. The number, or combination of numbers and letters, which indicates the location of the book on the shelves. In libraries using the relative location, the class number and book number together constitute the call number. (See also **Author Number, Book Number, Class Number, Cutter Number.**)

Call Slip. A printed blank furnished by the library for the use of borrowers on which must be enumerated the authors, titles, and call numbers of the books wanted, or the call numbers only.

Caption. The heading at the beginning of the text or of a chapter, section, page or article.

Caption Title. The title taken from the caption.

Card Catalog. A catalog of books in a library in which each entry is made on a separate card. The cards are of the same size, and stand on edge in drawers, trays or boxes, and may be arranged either alphabetically or numerically.

Card Catalog Case or **Card Case.** A case of drawers or trays for the storage of the cards forming the card catalog.

Card Volume System. An arrangement for a card catalog whereby the cards or slips are held together by an adjustable binder in the form of a book instead of in drawers, as in the common form of the card catalog. Sometimes known as the Leyden form of card catalog.

Case. Two faces of shelving together, with front edges of the books facing in and the backs showing on each face.

Case Work. In bookbinding applied to that binding in which the case or cover is made separately; the sewed volume being then glued and fastened into the cover.

Cast Off. (To cast off copy), in printing, to compute the number of words in written copy in order to fill the space, or the number of pages, which the matter will fill when in type. A troublesome task in uneven or badly written MS.

Catalog or **Catalogue** (of books). A list of books, usually arranged according to some definite plan. As distinguished from a bibliography, it is a list of books in some library or collection. For specific kinds of catalogs see:

Accession Book	**Dictionary Catalog**
Alphabetic Subject Catalog	**Name Catalog**
Alphabetico-Classed Catalog	**Personal Catalog**
Author Catalog	**Shelf List**
Classed Catalog	**Subject Catalog**

Catalogue Raisonné. A catalog of books, paintings, or the like, classed according to their subjects, usually with more or less of comment or explanation.

Catchword Entry. Entry made from some word of the title other than the first word and not indicative of the subject, but likely to be remembered and used by borrowers in asking for a book.

Ceriph, see **Serif.**

Changed Title. When the same book is published under different title, or titles, or the original title is translated in various ways, such titles are spoken of as "Changed Titles." (See page 200, for examples and treatment.)

Charging Desk. The place where books are returned and received by borrowers.

Charging System (or **Loan System**). Method used in keeping an account of the loan of books.

Chart. A sheet showing facts graphically or in tabular form.

Children's Home Library. A collection of a certain number of carefully selected books and periodicals placed in the home of a child who acts as librarian and who chooses about ten children to form a group which meets once a week and is visited by some one who acts as a friend and adviser to the children. Designed to reach the class of children who are not reached by the free public library.

Circulating Library. A library from which the borrowers may take books for use at home or elsewhere under certain restrictions; distinguished from a library of reference.

Clarendon. A style of type made in any size, having a somewhat heavy and condensed face. The older fonts were called "Egyptian."

Class. A group of subjects having common characteristics or attributes.

Class Entry. Registering a book under the name of the class; in the subject catalog used in contradistinction to specific entry.

Class List, see **Shelf List.**

Class Number. A number, letter or combination of numbers, letters, or other characters, which stands for the subject of a book, and sometimes indicates the place of the book on the shelves. (See also **Call Number.**)

Classed Catalog. A catalog made by class entry, whether the classes so formed are arranged logically, as in the systematic kind, or alphabetically, as in the alphabetico classed.

Classification. 1. The act of grouping together in classes books which have the same subject or form.

2. The scheme on which the classes are divided.

Broad classification. Classifying books so that they are grouped by large classes rather than by minute subdivisions of the classes.

Close classification. Bringing together all the books on a given topic by subdividing classes as closely as possible.

Classify. To arrange or group together books which have the same subject; to assign numbers indicating the class of a book from a given scheme of classification.

Clerical Errors. Mistakes in copying MS.

Cliche. French term for a cast, usually applied to stereotype or electrotype plates.

Cole Size Card. A card devised by Mr. George Watson Cole for ascertaining the size of a book.

Collate. 1. To examine a book to see that all the pages, plates, etc., are there, and that they are in correct order. In bookbinding the collating follows the gathering of the sheets.

2. To collect, compare and examine critically books and manuscripts.

3. To run through the sheets of a book to see if the signatures are in sequence.

Collation. A term used to cover that part of the description of a book which is not properly a part of the imprint; namely, volumes, pages, illustrations, maps, plates, portraits, etc.

Collection. A number of works or parts of works, considered as constituting a whole; e.g., a collection of monographs, a collection of essays, a collection of poems.

Collector. A compiler; one who gathers and puts together several works or parts of books, or scattered pieces in one book. Often called editor.

Colon Abbreviations. Abbreviations for the most common forenames made by using the initial, followed by a colon for men and .. for women, thus H: (Henry) J: (John) M.. (Mary), etc.

Colophon. An inscription or other emblematic device at the end of a book giving the title, writer's and printer's or publisher's name, and date and place of printing. Frequently one or more of these items is omitted; again there may be in addition the printer's or publisher's device.

Compiler. One who produces a literary work by collecting and putting together written or printed materials from various sources. (See also **Editor.**)

Compound Name. A name formed from two or more proper names, often connected by a hyphen, a conjunction, or a preposition.

Continuation. 1. A work published as a supplement to one previously issued.

2. A part issued in continuance of a serial or book.

Copy Numbers (or Copy Letter). A figure or letter added to the Call Number of a book to distinguish different copies of the same book from each other; e. g., 821C46; 821C46S; or, 821C46 (cop. 2).

Corporate Entry. Entry under the names of bodies or organizations (a government, department, congress, council, society, etc.) for works published in their name or by their authority.

Cover Title. The title printed on the original covers of a book or lettered on the publisher's binding, as distinguished from the title lettered on the back of a particular copy of the book by the binder. (See also **Binder's Title.**)

Cross Reference. Reference from one heading to another. (Corresponds to double entry in dictionary cataloging.) In a dictionary catalog, the references made back and forth between the subjects, to bind them together and give a com-

plete view of the resources of the library on allied subjects, are called cross references. In a classed catalog, when a book treats of more than one subject or may be useful under more than one class, the reference made under any subject other than the main class is called cross reference. See also **"See" Reference** and **"See Also" Reference.**

Cut Edges. A book which has been cut on the three sides is said to have cut edges.

Cut-in-Notes. Side-notes which are inserted within the text at the side instead of in the margin, thereby displacing a part of the text.

Cutter Number. The number obtained from the Cutter or Cutter-Sanborn Author tables, and used with the initial letter of an author's surname to form the book number. (See also **Call Number.**)

Date. 1. **Imprint date.** The year of publication as specified on the title-page.

2. **Copyright date.** The date of copyright as given in the book, as a rule on the back of the title-page.
3. **Preface date.** The date given at the beginning or end of the preface.
4. **Introduction date.** The date given at the beginning or end of the introduction.
5. **Dedication date.** The date given at the beginning or end of the dedication.
6. **Colophon date.** The date given in the colophon.

Decimal Classification. A system for classifying books devised by Melvil Dewey, the distinguishing features of which are the grouping and numbering of the heads by the common arithmetical figures treated decimally.

Deckle. The raw or ragged edge of handmade paper is thus termed; it is equivalent to the more common designation, "rough-edged."

Dedication. An address to a patron or friend, prefixed to a book or other production, testifying respect, and often recommending the work to his special protection and favor.

Delivery Station. A place where borrowers of a public library may receive and return books without going to the main library. The books are collected and sent to the main library with the borrowers' orders for new books.

Departmental Library. 1. A type of library in which all the books are separated into distinct libraries, each of which covers a special field, contains all the books in the library on that subject, and has a separate room with a special library and catalog.

2. In university and college libraries applied to a collection of books kept in a department of the college not in the main library but under its control.

Depository. Various important libraries selected by the U. S. Government to receive, store, and keep for use the government publications are called "government depositories."

Depository Catalog. Complete author catalog of the Library of Congress on cards. 51 libraries in the U. S. are in receipt of depository catalogs.

Dewey Decimal Classification, see **Decimal Classification.**

Diagram. An illustrative figure giving only the mechanical plan, outline, or general scheme (not an exact representation) of the object.

Dictionary Catalog. That form of catalog in which the headings (author, title, subject, and form) are arranged alphabetically like the words in a dictionary; it is distinguished from other alphabetic catalogs by giving specific entry in all cases.

Documents, see **Public Documents.**

Double Entry Charging System. A system for charging books in which two records are kept at the library, one of the books, and one of the borrowers. The Boston Athenaeum is an example of this.

Double Entry (in Dictionary Cataloging). The entry of a book treating of more than one subject under each distinct subject.

Dummy. A board of the thickness of an ordinary book on which a label is pasted indicating the locality of a book kept elsewhere than in its regular place.

Dummy Copy. A copy generally made up of blank leaves to represent the actual bulk of a work not quite complete.

Duodecimo. In the United States, a book composed of sheets folded to form 12 leaves, each leaf measuring about 5⅛ inches in width by 7⅔ inches in height when the leaf is uncut, and corresponding to crown octavo of British publishers. This size in books is briefly indicated by 12mo or D or 12°.

Duplicate. A second copy of a book identical with the first in edition, contents, and imprint (binding and paper may differ).

Edition. 1. The whole number of copies of a work printed from the same set of types and issued at the same time.

2. The statement in the title or in the imprint of the issue to which any given copy of a book belongs, as distinguished by number, or some descriptive word, revised, enlarged, etc.; e.g., Ed. 4, Ed. rev., Ed. 2 enl., etc.

Editor. One who prepares for publication a work or collection of works not his own. The editorial labor may be limited to the preparation of the matter for the printer, or it may include supervision of the printing, revision (restitution), or elucidation of the text, and the addition of introductions, notes, and other critical matter. (See also **Compiler**.)

Elision Marks. Three dots, thus . . . used in exact cataloging, to indicate the omission of one or more words from the title.

End Papers. The blank leaves placed at the beginning or end of a book in binding. Also called fly-leaves or end leaves.

Entry. The record of a book in a catalog or list. See also Main entry, Title entry, Analytic entry, Series entry, Subject entry.

Entry Word. The first word of the heading under which the book is registered in the catalog.

Epitome. The abridgment of a work without material change in style or purpose. It retains the substance or principal matter of the original.

Expansive Classification. A system of classification devised by C. A. Cutter.

Face. The entire unbroken front of shelving on one side of a double case or on one side of a room or gallery.

Facsimile. An exact copy, or reproduction of an original in all its proportions, qualities, and peculiarities: as a facsimile of manuscript, of typography, of an autograph, etc. When a book contains facsimiles the fact is indicated in the collation by the abbreviation (facsim.).

Fascicle (Fascicule in French). A part of a book published in numbers.

Finding List. A condensed catalog of the books in a library, omitting descriptions of editions, and containing usually simply the author's name, brief title and call number.

First Word Entry. Entry made from the first word of a title not an article.

Fixed Location. The marking and placing of books on shelves where their location in the library is never altered.

Fly Title, see **Half Title.**

Fold Symbol. A symbol (a printer's mark) indicating the number of leaves into which a sheet is folded, and thereby approximately the size of the page.

Folio. 1. A sheet of paper folded in two leaves or four pages only.

2. A book or periodical composed of sheets folded but once having four pages to a sheet; hence, a book of the largest size.

Font. This term is applied to the whole number of letters constituting a complete set of types of any particular class of face or body.

Fore Edge. The outer side of a book (distinct from the head or tail) when folded.

Form. In classification used to mean the grouping of books according to the manner or form in which they have been written; e.g. Essays, Poetry, Cyclopedias, Almanacs, etc.

Form Entry. Registry of a book under the name of the kind or style of literature to which the book belongs.

Format. The bibliographical term for size and shape of a book.

Fractur. A German expression for German text or black-letter characters.

Free Access, see **Open Shelf System.**

Free Library, see **Free Public Library.**

Free Public Library. One organized under state laws, supported in part at least by local taxation, managed as a public trust, and which allows the free circulation of its books alike to every resident of the community.

Frontispiece. A plate or other illustration facing (or preceding) the title-page. Sometimes used to designate an engraved title-page.

Full Binding, see **Binding.**

General Cross Reference Card, see **Cross Reference.**

Government Documents, see **Public Documents.**

Guide Card. A projecting labeled card inserted in a card catalog to aid in finding a desired place or heading.

Half Binding, see **Binding.**

Half Title. 1. The title of a book printed usually without author's name or imprint, on the leaf preceding the main title page, usually a briefer form of the title; called also Bastard title.

2. A brief title placed on a separate leaf, dividing the sections of a work.

Head-Line. The line at the top of the page giving the title of the book, or the subject of the chapter or of the page.

Headband. 1. A decorative terminal cord or roll forming the end of the inner back of a book.

2. A decorative band at the head of a page or chapter in a printed book.

Heading. The word (or words) by which the alphabetic place of an entry in the catalog is determined, generally the name of the author, the subject, or the first word, not an article, of the title.

Heads. A term applied to the margins at the tops of the pages.
Home Library, see **Children's Home Library.**

Imprint. The place, publisher's name and date, ordinarily printed at the foot of the title-page. In a broader sense the term is used to include paging, size, etc.
Incunabula. Books printed before 1500.
Indent. To set a line in some little distance from the left edge or margin of a card or sheet of paper, as in the case of a fresh paragraph.
Independent. In cataloging, when two books are bound together as one volume, each having a distinct pagination and title-page, they are said to be independent, or independents.
Index. An alphabetical list of topics treated in a book or books, showing exactly where in the book or books the subject is to be found.
Indicator. A contrivance used in English libraries for displaying by means of numbers differently colored, or numbered spaces left blank, shown in a frame facing the public, the books which are not in circulation.
Inferior Figures and Letters. Those made to range at the bottom of letters, thus:—$_{1\ 2\ 3\ 4\ 5\ a\ e\ i\ o\ u}$.
Information Desk. A place set aside in a library where readers may find some one to assist them in their search for information.
Inter-Branch Loan System. An arrangement by which the borrower in a large branch system may obtain from his branch, within a specified time, the book wanted, no matter in which branch it is contained.
Inter-Library Loans. An arrangement made between libraries whereby one library may borrow from another library books which are difficult to obtain, or wanted for some special purpose by a responsible borrower.

Joint Author. A person who writes a book in collaboration with one or more associates, the portion written by each one not usually being specified.
Joint Author Card. In a card catalog, applied to the cards written for the second and following authors of a book written conjointly.

Label, see **Book Label.**
Large Paper Edition. An edition of a book printed on paper of extra size, allowing wide margins; the letter press is the same as in the small paper edition.

Leaded Matter. Types set up with leads (thin strips of type metal) between the lines, forming spaces; used in contradistinction to "solid" matter.

Ledger System. A system for charging books in which the records are kept in a book instead of on slips or cards.

Lending Library, see **Circulating Library.**

Letter Symbol for Size Notation. The designation of the size of a book by the letter of the size, founded on actual measurement (not on the fold) as agreed upon by the American Library Association.

Letterpress. Printed matter from type, as distinct from lithographic or plate printing.

Librarian. One who has charge of the books, contents and administration of a library.

Librarianship. The position and duties of a librarian.

Library. 1. A collection of books and other literary material kept for reading, study and consultation.

2. A place, building, room or rooms set apart for the keeping and use of a collection of books, etc.

Library Administration. The administration of a library is the force behind the machinery of its working routine. To oversee the work of a library in all its relations, to plan for and promote its usefulness, is the work of the library administrator, and it embraces the supervision and development of the work of all departments and the solution of their various problems; library administration must of necessity begin where library organization ends.

Library Economy. The practical application of library science to the founding, organizing and administration of libraries.

Library Organization. Library organization must of necessity precede library administration. Decision upon the methods and lines along which the library is to be run, and getting these methods into working order is the basis of library organization. Plans for and erection of the library building; executive decisions with regard to selection, appointment and duties of the staff, the planning and putting into practice a definite system upon which the work of the library is to be carried on—these are successive stages in library organization. Organization is the act or process of organizing; i.e. creating a systematic union of individuals in a body whose officials, agents and members work together for a common end. Administration is the act of administering such a union; i.e. directing an office, service, employment, etc. Organization creates the machine; Administration runs it.

Library Science. The science relating to the administration of libraries: library economy and bibliography.

List Price. The price of a book as quoted by the publisher in his catalog.

Loan Desk, see **Charging Desk.**

Loan System, see **Charging System.**

Lower Case Letters. The small letters as distinguished from capitals, as used here, a, b, c, d, etc.

Magazine, see **Periodical.**

Main Entry (or **Main Card**). The principal entry of a book in the catalog usually giving fuller title and imprint information than other entries and usually the author card. (See also **Author Card.**)

Main Entry Word. The first word on the principal catalog entry, usually the author's name.

Mercantile Library. A subscription library established for and managed by the mercantile class.

Movable Location. The position of books in a library when arranged by their subjects rather than by a fixed shelf number, the relative position of the classes remaining the same, while the actual location of the books in the library is movable.

Name Catalog. A catalog arranged alphabetically by names of persons and places, whether used as authors or subjects. A title catalog may be included in the same alphabet.

Name Reference, see **Cross Reference.**

Net Price. The list price less all discounts; a book is quoted "net" when it is subject to little or no discount to the trade.

Nom de Plume, see **Pseudonym.**

Notation. A system of signs (figures, letters, arbitrary characters, or any combination of these marks) used to designate the class and book number or shelf number of the volumes of a library, so as to assist in finding or replacing them accurately and quickly.

Octavo. A book composed of sheets folded to form 8 leaves, measuring about 6 inches in width by 9½ inches in height (medium 8vo) written briefly 8vo or O or 8°. There are several sizes of 8vo; demi 8vo, royal 8vo, imperial 8vo, etc.

Off-Set. A more or less distinct impression of type or pictures to the back of the next sheet delivered from the press made when the sheets are laid together before the ink is dry.

Omission Marks, see **Elision Marks.**

Open Shelf System. This system permits free access on the part of the public to any or all shelves in the library.

Order List. The record kept of books as they are ordered.

Organization, see **Library Organization.**

Out of Print. A book is out of print when the publisher has no more copies for sale.

Pagination. System of signs and numbers by which the consecutive pages of a book are marked, also the statement of them in the collation.

Paleography. The science and art of deciphering ancient manuscripts and documents, including the knowledge of the various characters used at different periods by the scribes of different nations and languages, their usual abbreviations, etc.

Pamphlet. A printed work consisting of a few sheets of paper stitched together but not bound; now in a restricted technical sense eight or more pages of printed matter (not exceeding five sheets) stitched or sewed, with or without a thin paper wrapper or cover.

Partial Title. An entry made for part of the title of a book, well-known under that part; i.e. Tom Sawyer, for book entitled Adventures of Tom Sawyer.

Pen-Name, see **Pseudonym.**

Periodical. A publication intended to appear in successive numbers or parts at more or less regular intervals and, as a rule, for an indefinite time; each part properly contains matter on a variety of topics, generally by several contributors. Memoirs, Proceedings, Journals, etc., of societies, are not considered regular periodicals.

Plan. The representation of anything drawn on a plane, as a map or chart, specifically, the representation of a building or other structure in horizontal section, as it stands or is intended to stand on the ground, showing its extent and the division and distribution of its area into apartments, rooms, passages, etc., or its method of construction and the relation of its parts.

Plate. A full page illustration usually printed on special (heavy) paper, one side of the leaf being blank. Plates are not as a rule included in the paging.

Polygraphic. Written by several authors.

Preface. A brief explanation or address (usually a personal statement or apology) to the reader at the beginning of a book or other publication, and separate from the body of the work; distinguished from an introduction.

Preliminary. Any matter coming before the text of a work, as title, preface, contents, etc.

Printer. The person who prints a book, as distinguished from the publisher and bookseller who issue and sell it.

Privately Printed. Books are said to be privately printed when they are issued from a private press, or for private distribution only, and are not (ordinarily) in the trade. For books privately printed the name of the printer or the press is to be followed by the abbreviation "priv. print." before the date in the imprint.

Proof. A trial impression from composed type, plates or blocks taken for correction.

Proprietary Library. A library that is owned on shares by a limited number of stockholders.

Pseudonym. A fictitious name assumed by a writer in order to conceal his identity.

Public Documents. The regular official publications of a government, containing reports, statistics, etc.

Public Library. One that is not restricted to the use of any class of persons in the community; open to all, but not necessarily free. Often used with the same meaning as Free public library.

Public School Library. A library which is under the control of a board of education and supported by money from the school funds.

Publisher. One who publishes; especially one who issues or causes to be issued from the press and offers for sale or circulation matter printed, engraved, or the like. See also **Printer.**

Publisher's Price, see **List Price.**

Pulls. A term often applied to proofs.

Quarter Binding, see **Binding.**

Quarto. A book composed of sheets folded to form four leaves, about 7 by 8½ or 10 by 13 inches, according to present usage, the name being understood to denote a shape approaching the square; written briefly 4to or Q or 4°.

Quire. Twenty-four sheets. Books in sheets, that is, not bound, are said to be in quires.

Quotes. A printer's term for turned commas (") and apostrophes ('), placed respectively at the beginning and end of quoted matter.

Reader's Card, see **Borrower's Card.**

Reading-List. A list of the best books and articles on a subject, giving suggestion for reading and study designed to help the special student.

Reading-Room. A room set aside for reading and study, usually provided with the current newspapers and periodicals.

Ream. Twenty quires. A printer's ream is 516 sheets; hand-made and drawing papers sometimes 472, 480 or 500 sheets.

Recto. The page to the right hand when the book is open, always the uneven number.

Reference. An entry made under one heading to direct attention to another heading is called a reference.

Reference Book. 1. Reference book proper, such as a dictionary or an encyclopedia, intended to be consulted for definite points of information (rather than read through) and arranged with explicit reference to ease in finding specific facts.

2. Books not allowed to circulate, but kept for reference only.

Reference Card, see **Cross Reference.**

Reference Library. A library where the books may not be taken from the building, but are for consultation only.

Reference List. A list of the books and articles on some subject referring to all the available reading matter on it in the library, usually subdivided by topics so as to make it more useful.

Reference Work. That branch of the library's administration which includes the assistance given to readers in their search for information on various subjects.

Registration. The act of recording in a register the names of the borrowers of the library.

Registration Book or Borrower's Register. A list of all borrowers of a library kept in the order of their application by numbers which are assigned also to its readers' cards.

Relative Location, see **Movable Location.**

Reprint. 1. A reproduction of an earlier edition of a work, without alteration; a new title-page may be added or substituted, or the original title-page may be used, with or without the addition or substitution of the date of the reprint; reproductions in facsimile, whether printed from type or otherwise, are called facsimile reprints.

2. A "separate," i.e. an article from a serial publication or collection, separately issued, whether printed from the forms or plates of the original or from type reset.

Rubricated. Printed in red ink.

Rudolph Continuous Indexer. A cabinet for storing the entries of a catalog for the use of the public, in which the entries are inserted in a series of leaves of press board which revolve around a pair of hexagonal drums. The Newberry Library has a Rudolph indexer.

Running Title. A title or headline repeated at the head of succeeding pages, throughout a book or chapter.

Sale Duplicates. The extra copies of volumes which a library does not need and wishes to dispose of by sale or exchange.

School District Library. A library administered by school officials and made free of access to the people of the community.

Secondary Fullness. The fullness with which, in very full cataloging, an author is given on all secondary cards; i.e. all cards except the main card; e.g. The name is written out in full if the author has but one Christian or forename. Initials of the forename only are given if there is more than one. In case of married women one forename and the maiden name constitute secondary fullness and may be written out.

Section, see **Signature.**

"See" Reference. In a dictionary catalog, when referring from a heading under which no entries are to be made (for instance, a reference from an abandoned subject heading, or from a pseudonym to an author's real name or vice versa), the word "see" alone is used. Such a reference is called a "see" reference.

"See Also" Reference. In a dictionary catalog, when a reference is made connecting two headings, both in use (for instance, from one subject heading to another or other allied headings), the words "see also" are used. Such a reference is called a "see also" reference.

Separate. An article from a serial publication or a collection, separately issued, whether printed from the forms or plates of the original or from type reset.

Serial. A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, annuals (reports, year-books, etc.), and memoirs, proceedings and transactions of societies.

Serial Number. The number denoting the place of the publication in a series, as Third annual report.

Series. 1. A number of volumes, usually related to one another in subject or otherwise, issued successively by a publisher, as a rule in uniform type, with a collective title which generally appears at the head of the title-page, on the half-title, or on the cover.

2. Each of two or more volumes of essays, lectures, articles or other writings, similar in character and issued in sequence, e.g. Lowell's Among my books, second series.

3. Several successive volumes of a periodical or other serial publication numbered separately in order to distinguish them from preceding or following volumes of the same publication; e.g. Notes and queries, 1st series, 2d series, etc.

Series Entry. A brief entry of the several works in the library which belongs to a series under the name of that series as heading.

Series Note. The name of a series enclosed in parenthesis placed on the catalog card after the imprint and collation.

Serif. The fine cross line on the top and bottom of a letter, as in H. **Sans-serif** thus: H

Set Off, see **Off-set.**

Shelf List. A brief record of the books in a library with the entries arranged as the books stand on the shelves. The shelf list thus arranged forms a condensed subject catalog, but is used chiefly in taking the inventory of a library at stated intervals. Sometimes termed Class list.

Shelf List Card. An index sized card on which is given the call number, author, title, date and number of volumes and accession numbers of all copies of a book. Arranged in class order like books on the shelves.

Shelf List Sheets or Shelf Sheets. The sheets on which the shelf list is sometimes made.

Shoulder Notes. Marginal notes placed at the upper inner corner of the page.

Signature. 1. One of the folded, printed sheets which forms part of a book. Also called section.

2. The figure or letter or other distinguishing mark placed by the printer at the bottom of the first page of each section, to indicate its order to the binder; also used by printers to identify any particular sheet.

Single Entry Charging System. A system ior charging books in which but one record is kept at the library, that of the books. The Brooklyn Public Library and Newark Free Public Library are examples of this.

Size (of book). The size of a book is measured by its height; but in addition to that measurement it is called "narrow" if the width of the cover is less than ⅔ of the height; "square" if more than ¾; and "oblong" if the width of the cover is greater than the height. The Cole size card or a centimeter rule is used for ascertaining the size of a book.

Size Card, see **Cole Size Card.**

Size Copy. A thickness or dummy copy (q.v.)

Size Letters. A series of abbreviations, chiefly single letters, to indicate the sizes of books, adopted for the use of the A. L. A. in 1878.

Size Notation. The designation of the size of a book by means of the number of the fold, the letter of the size, or by actual measurement.

Size Rule. A metric rule on which are stamped the size letters and the corresponding fold symbols.

Slips. Applied to matter not made up into pages, but pulled as proofs in long slips.

Small Capitals. The smaller capitals (as distinct from the full capitals) thus: A, B, C, etc. Indicated in MS. by two strokes (═) underneath.

Sobriquet. A fanciful descriptive or humorous appellation; a nickname.

Specific Cross-Reference. Reference to a specific book in the catalog.

Specific Entry. Registry of a book under a heading which expresses its special subject as distinguished from entering it in a class which includes that subject.

Stack. A series of double-faced bookcases grouped in one room, usually placed as close together as possible to allow of compact storage of books. The stack may be one or more stories high, as, a "five-storied stack."

Standing. Type not distributed after printing is said to be "standing."

State Library. A library supported by a State and located at the Capital of a State chiefly for the use of its executive, legislative and judicial departments.

Stereotypes. Casts of pages of types, etc., in metal, either by "plaster" or "paper" process.

Sub-Title. A secondary or subordinate or additional title of a book, usually explanatory.

Subhead. A secondary heading used to subdivide the entries under a subject heading, e.g. France. Manners and customs.

Subject. The theme or themes of a book.

Subject Catalog. A catalog of subjects, whether arranged in classes or alphabeted by names of subjects.

Subject-Entry. Registry of a book under the name selected by the cataloger to indicate the subject.

Subject Fullness, see **Secondary Fullness.**

Subject-Heading. A heading under which are entered all the books relating to a subject.

Subject Reference, see **Cross Reference.**

Subject-Word Entry. Entry made under a word of the title which indicates the subject of the book.

Subscription Library. A library that is open to any one on payment of a fee.

Superior Letters and Figures. Small letters cast at the top of the shoulder of type, used for references or abbreviations, thus ^{2}mor. ^{3}cf.

Swash Letters. Seventeenth century italic capitals with tails and flourishes.

Systematic Catalog. A subject catalog made by class-entry in which the classes are arranged in logical order according to some system of classification.

Syndetic. Applied to that kind of dictionary catalog which connects its entries by means of cross reference so as to form a whole.

Table-Tail. The bottom or lower edge of a book. The term is applied both to the paper of the text and to the cover of the book.

Three-Quarter Binding, see **Binding.**

Tier. A row of shelves placed one above another between two uprights and reaching from the floor to the top of shelving

Time Numbers. A series of book numbers designed to preserve the arrangement of books on the shelves in chronologic order in contradistinction to the author or alphabetic order.

Title. In the broad sense, the distinguishing name of any written production, as given on the title-page, including the name of the author, editor, translator, the edition, etc., but excluding the imprint. In the narrow sense, the title does not include the name of the author, editor, etc. See also **Alternative Title, Binder's Title, Caption Title, Cover-Title, Half-Title, Running-Title, Sub-Title.**

Title-Entry. The record of a book in the catalog under some word of the title, generally the first word not an article. A title entry may be a main entry or an added entry.

Title-Page. The page at the front of a book or printed work, which contains its full title and usually gives author's name, publisher, place and date of publication.

Tracing. In a card catalog, the method of indicating on the main card the secondary entries made for any book. Tracing is done in two ways, by means of underlining on the face of the card, or by means of notes on the back. The latter is preferable.

Transliteration. The representation of the letters or approximate sounds of a language having a peculiar alphabet by the alphabetical characters of another. Before Russian or Greek names can be arranged in an English catalog, they must be expressed in Roman characters.

Traveling Library. A collection of a certain number of books, usually 50 or 100, which may be lent for a limited period to responsible borrowers on payment of a nominal fee to cover expenses of transportation, etc.

Turned Commas, see **Quotes.**

Two-Book System. A system by which a library permits two books to be drawn at a time or on different days if the reader wishes, usually with the provision that only one book may be a novel.

Typography. 1. The art of composing types and printing from them. 2. The execution of printed matter, its general appearance and arrangement.

Uncut. A book is uncut when it has untrimmed edges. If the edges have been opened with a paper knife without trimming the margin, it is said to be opened, but is uncut.

Uncut Edges. Books not cut down, but not necessarily unopened.

Unopened Edges. Applied to books the edges of which have not been opened.

Vernacular. The language or mother tongue of a given country. Names given in the vernacular are given in the form customary in the native country of the person.

Verso. The obverse or back of a leaf, the reverse of "recto." The page to the left hand when the book is open, always the even number.

Volume. 1. A book distinguished from other parts of the same work by having its own title-page and usually independent paging.
2. Whatever is bound in one cover.

Wrong Font. Letters of a different character or series mixed with another font.

Addresses of Places Mentioned in the Text

A. L. A. Publishing Board.
78 East Washington St., Chicago, Ill.

Chiver's Book Binding Company.
911 Atlantic Ave., Brooklyn, N. Y.

Library Bureau.
316 Broadway, N. Y. City, N. Y.
6 North Michigan Ave., Chicago, Ill.
43 Federal St., Boston, Mass.

"Library Journal."
R. R. Bowker Company, 241 West 37th St., N. Y. City, N. Y.

"Public Libraries."
6 North Michigan Ave., Chicago Ill.

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